

COMPLETE GUIDE

TO THE EXAMINATION

FOR

FINAL RETENTION IN THE INDIAN ARMY.

BY

COLONEL G. J. SHAW,

A. A. G., 9TH DIVISION.

NO. 277 YG 1705
1211231

FIFTH EDITION, REVISED.

Madras:

HIGGINBOTHAM & Co.

1908.

PRINTED BY HIGGINBOTHAM & CO., MADRAS AND BANGALOR

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PREFACE TO FIFTH EDITION.

THE fourth edition having come to an end even sooner than I anticipated, I have much pleasure and gratification in submitting a revised (fifth) edition to my indulgent readers. I hope this will be found even more useful to students than heretofore, as much new matter has been added (*e.g.*, Procedure on Mobilisation, etc.) and all old work brought up to date.

My thanks are due to all those officers who have patronised this book in the past and I trust they will continue to support my humble efforts in this and future editions.

OOTACAMUND, }
December, 1907. }

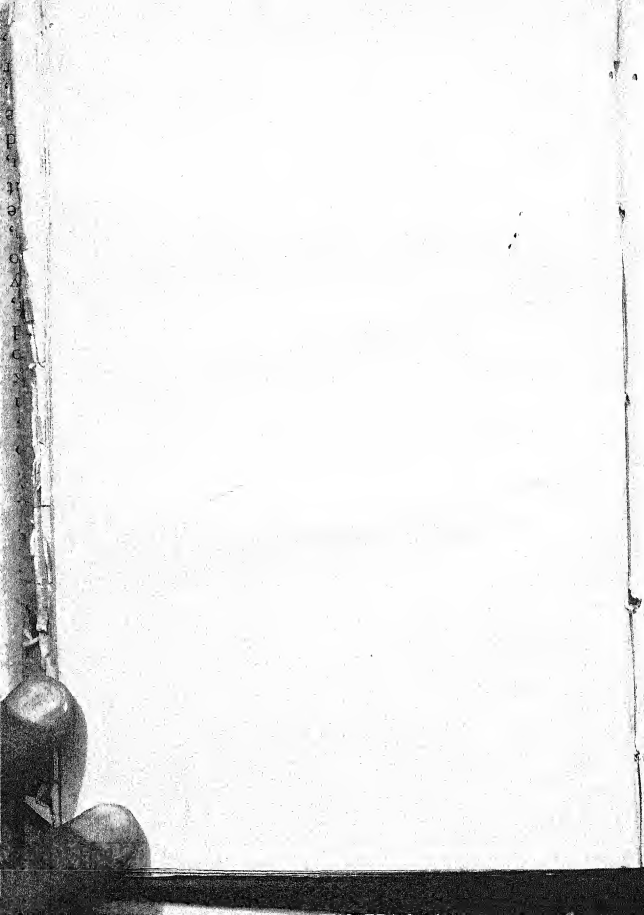
G. J. S.

PREFACE TO FOURTH EDITION.

THE third edition, like its predecessors has run out with commendable alacrity, and almost coincident with this the Army Regulations, India were completely revised, and to such an extent indeed, that I fear the fourth edition of the "Complete Guide" will be almost unrecognisable. The old order of things has been turned topsy turvy and all the chapters will be found to have executed a sort of 'General Post.' Some have been eliminated altogether and new ones substituted. But such as it is, I hope the public, or such of the public as have so kindly patronised my humble efforts heretofore, will be pleased to approve of the present edition.

TRICHINOPOLY, }
August, 1905. }

G. J. S.

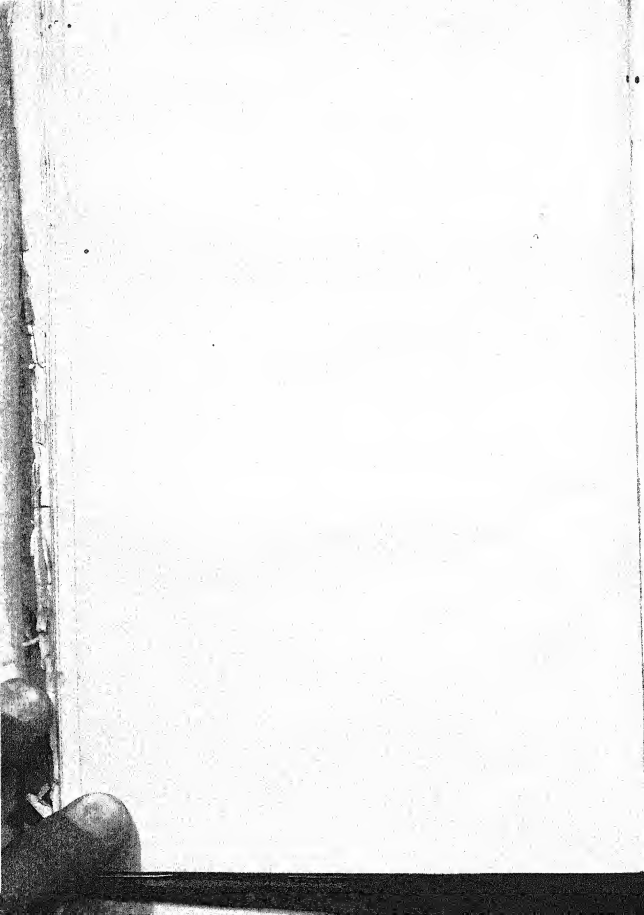


PREFACE TO THIRD EDITION.

THE second edition of the "Complete Guide" having run out more quickly than I anticipated, I have been obliged to revise it, and prepare a third edition for publication while on leave in England, a somewhat difficult undertaking. However with the kind assistance of the India office where I have been able to gain access to India Army Regulations, G. O's, etc., I have succeeded in completing my task. The first chapter (Musketry Instruction) will be found completely altered from beginning to end and brought up to date—the corrections in the remainder of the book are not so numerous. It is possible that some of the latest corrections in the various subjects under revision may have escaped me, owing to my absence from India and if so I must crave the indulgence of my readers.

ENGLAND, {
1903. }

G. J. S.



PREFACE TO SECOND EDITION.

THE first edition of "Four Hundred Questions and Answers" having come to an end, I am now publishing a revised edition under a new name; the contents, however, will be found to be much the same as before with the following additions and alterations:—

(a) Two new sections have been added, one containing questions and answers on musketry drill and instruction, and the other (last section of the book) being devoted to subject (e), *i.e.*, questions relating only to the examination of candidates for native cavalry;

(b) the subjects have been re-arranged and now stand in the exact order laid down in A.R.I., Vol. II. (Prov. Issue) for the final examination for retention in the Staff Corps, and

(c) the number of questions has been increased by over 100.

This edition has been very carefully revised, enlarged and brought up to date, and I hope it may prove of assistance to candidates for the Staff Corps retention examination, as well as to general officers, commanding officers and seconds-in-command of native regiments who may have to serve as members of examination boards.

JHANSI, N.-W. P., }
June, 1900.

G. J. S.

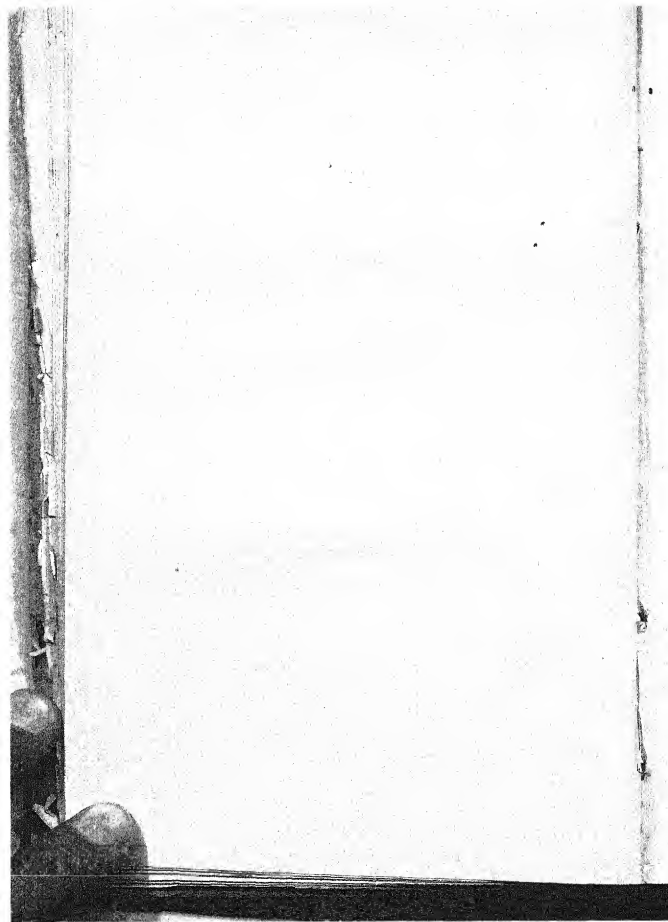


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* The candidate will not be examined in this subject, but it is one with which he should be acquainted.

† (Practical Examination.)



INTRODUCTORY.

The following are the rules for the examination of candidates for final retention in the Indian Army:—

1. The Board of examination will be presided over by the General Officer Commanding, Colonel on the Staff, or the permanent commandant of another native regiment with two senior officers as members, of whom one must belong to the same branch as the candidate, but not more than one to the candidate's own regiment. The members of the Board must be officers of the Indian Army.

*Composition
of the Board.
A. R. I.,
Vol. II,
313.*

2. The opinion of the Board will be given in the following form:—

*Opinion of
the Board.*

“The Board having assembled pursuant to order, proceed to examine Lieutenant A—— in accordance with the regulations, and are of opinion that he has acquitted himself as follows:—

* {	(a)	Very good (or as the case may be.)		
	(b)	Good	do.	do.
	(c)	Do.	do.	do.
	(d)	Do.	do.	do.

(for

candidates for the native cavalry only).

and that they consider him qualified—(or not, as the case may be)—for permanent employment with native troops.

* See para. 4, overleaf.

A. R. I.,
Vol. II,
313.

The following document is hereto attached to these proceedings, *viz.* :—

Record of service on I.A.F. Z. 2041.

(*Signature of President and Members.*)

N.B.—When two or more candidates are examined together, separate proceedings should be prepared for each candidate—C. O. (Madras) No. 817 of 1900.

*Examination
papers.
Do.*

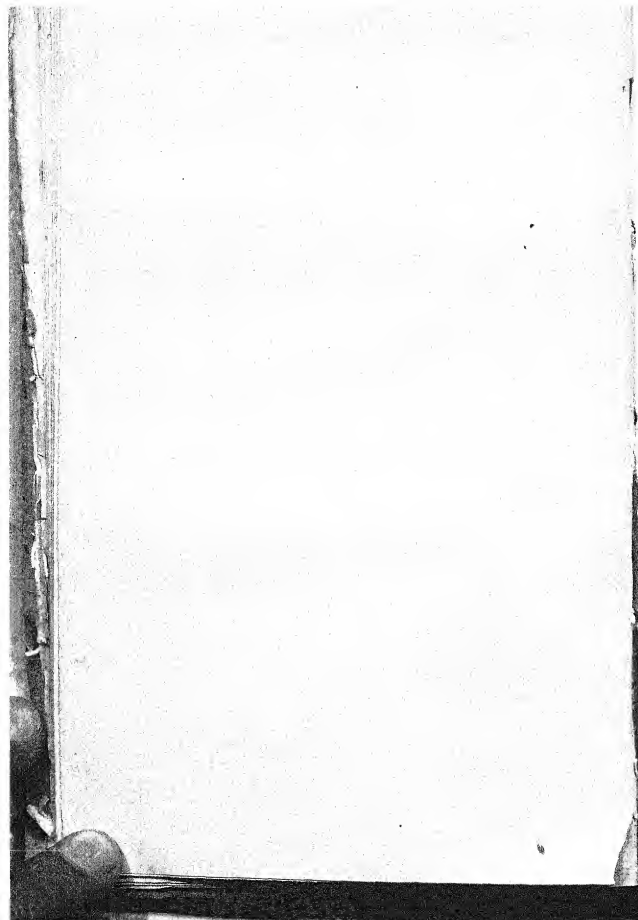
3. The examination papers are to be prepared on foolscap paper on half margin. The Board will prepare twenty written questions in (b) and twenty in (c) and will note in the margin, in red ink, their criticisms against the replies and submit their decisions with the candidate's work to the L. G. C. who will forward the names of successful candidates to the Government of India direct. The examination in (a) and (d) will be practical, that in (b) and (c) *viva voce*, in addition to the written questions mentioned above.

*Subjects of
examination.
Do*

4. The following are the tests of the professional examination required for the Indian Army :—

- (a) Drilling a regiment of cavalry or infantry.
- (b) Regimental duties, including matters relating to discipline, interior economy, pay and pensions, double-company accounts and books, arms, ammunition and equipment, supply of clothing and necessaries, the classes of which the corps is composed and recruited, and for cavalry officers, the supply of horses and saddlery.





(c) Indian military law and musketry.*

(d) (For cavalry officers.) Veterinary treatment and shoeing, fitting of saddlery.

N.B.—The *viva voce* questions given in the field need not be recorded in the proceedings of the Board.

An officer who fails in any one or more of the above tests is required to be re-examined *only in those portions of the tests in which he has failed.*

For the portion of the tests under (a) and the *viva voce* questions, candidates are recommended to study "Infantry Training" and "Combined Training."

* A certificate of musketry obtained as a commissioned officer will exempt a candidate from this part of the examination. When an officer is so exempted, a note to that effect will be entered in the proceedings of the Board.



COMPLETE GUIDE

TO THE EXAMINATION

FOR

FINAL RETENTION

IN THE

INDIAN ARMY.

REGIMENTAL DUTIES.

b (i)—DISCIPLINE AND INTERIOR ECONOMY.

1. *How are offences investigated in the native army?*

First by the native officer in command of the half squadron or company, who is empowered to award three days' confinement to lines carrying with it punishment drill; squadron and double-company commanders however, being responsible to their commanding officer for the discipline, etc., of their men, must be kept fully acquainted with all offences committed, however slight, and should investigate them carefully and award punishments themselves where necessary. They should deal with the native ranks as much as possible through their native officers.

A. R. I.,
Vol. II,
8 (b),
533 & 540.

2. *What punishments are squadron and double-company commanders, adjutants, and double-company officers, etc., authorised to award?*

Do.
8.

Squadron and double-company commanders and adjutants are, if authorised by their commanding officers, empowered to award confinement to lines for any period not exceeding ten days which carries with it punishment drill.

Quarter-masters, squadron and double-company officers, and officers attached to regiments are empowered

to award punishment to the extent of seven days' confinement to lines, except when acting in higher appointments, when they may exercise the powers granted to these appointments.

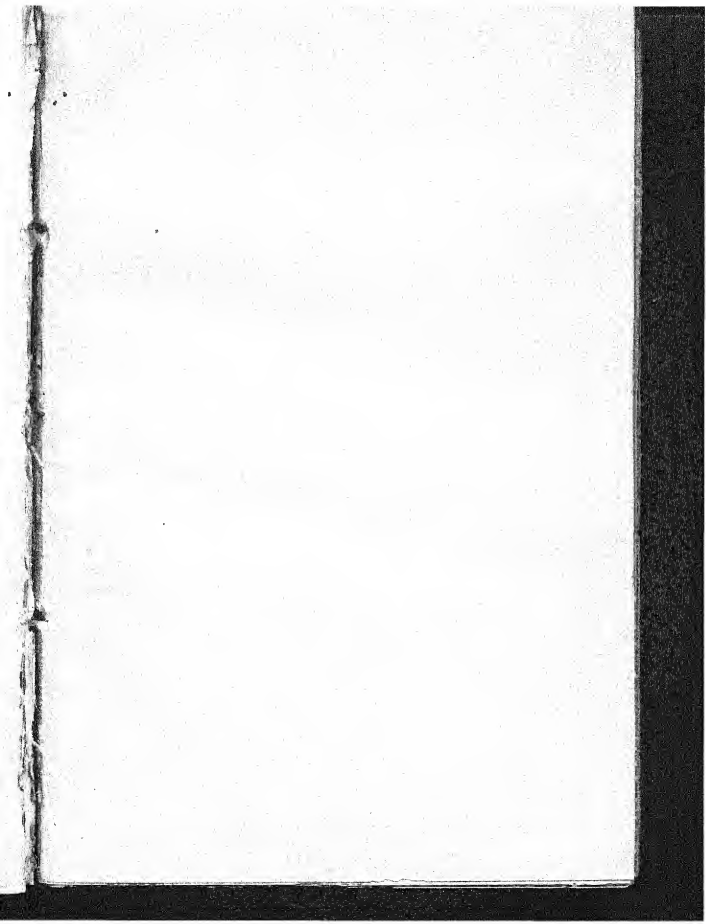
A R. I.,
Vol. II,
7.

3. *What punishments are commanding officers authorised to award?*

- (a) *Imprisonment* with or without hard labour, and with or without solitary confinement—not exceeding seven days, is to be carried out in the quarter-guard, prisoners' room, or solitary cell, and will carry with it deprivation of pay and allowances.
- (b) *Confinement to lines* for any period not exceeding thirty days. An award of more than 15 days carries with it punishment drill for 15 days; otherwise for each day of the award. Defaulters will attend parades and take all duties in regular turn. They will be required to answer their names at uncertain hours and may be employed on fatigue duties.
- (c) *Extra guards or pickets* to any extent; but these are never to be ordered in the case of combatants, as a punishment except for minor offences or irregularities when on these duties; extra duties or fatigues for non-combatants according to their status and occupation.
- (d) *Deprivation of acting rank, or of a position of the nature of an appointment.*

N.B.—Punishments (a) and (b) may be awarded conjointly, but the carrying out of imprisonment must precede confinement to lines, and no award or awards including imprisonment and confinement to lines shall exceed *thirty* consecutive days.

- (e) *Forfeiture of a rate of good conduct or service pay* in addition to any other punishment. (This is equivalent to a fine of one rupee a month for one year.) For an offence committed during a training the whole, or part, of any





G. C. P. due to a reservist for that training may be withheld.

(f) *Reprimand or severe reprimand* in the case of a Warrant or N.-C.O.

(g) *Fine* to the extent of seven days' pay a month in the case of non-combatants except hospital assistants ranking as warrant officers.

4. *What punishment may a regimental medical officer award a hospital assistant ranking as W.O.?*

A. R. I.,
Vol. II,
8.

Extra duty for a term not exceeding 12 hours.

5. *What other punishments may be inflicted on hospital assistants ranking as W.O's and by whom?*

Do.
7.

(i) Stoppage of leave by P.M.O. of the brigade or division.

(ii) Stoppage of advancement to higher class by P.M.O., India or the D.G.I.M.S.

6. *May a commanding officer remit or increase a punishment awarded by an officer under his command?*

Do.
9.

He may remit, but cannot increase it.

7. *When should imprisonment be awarded?*

It should be reserved for serious and repeated offences.

Do.
9 (iii).

8. *How is punishment drill carried out?*

Do.
9 (vi).

In marching order and by a non-commissioned officer to be detailed for the duty; it consists of marching in quick time and not of instruction drill, it should never exceed two hours a day, nor one hour at a time, in addition to the ordinary parades and drills.

9. *How is a native officer punished by the commanding officer?*

Do.
6.

By being removed from the higher to the lower rate, or when being senior on the roll for promotion to the higher grade of pay, by having a junior appointed over his head.

10. *Are such punishments to be reported to the G.O.C. and is the native officer concerned to be informed of the reasons for awarding the same?*

Do

Yes, and the commanding officer should explain the reasons fully to the native officer punished or passed

over, in the presence of his double-company commander, the adjutant and the senior native officer of the corps.

A. R. I.,
Vol. II,
6.

11. *Does disrating affect the rank and precedence of a native officer?*

The rank and precedence of disrated native officers is not affected by such punishment, which applies only to their pay.

A. G's Cir.
Memo.
N. A., dated
2233,
8-12-93.

12. *May a native officer be disrated for a breach of discipline or act of misconduct?*

No, the infliction of this punishment is limited to cases of "inattention" or "carelessness."

A. R. I.,
Vol. II,
6.

13. *When a native officer is convicted of any offence by a court-martial or civil criminal court, where the sentence is not dismissal, or does not involve dismissal from the service, what is done with him?*

He shall on confirmation of the sentence be removed to the lowest rate of pay of his rank (should he be in possession of a higher rate) from the date of sentence.

Do.
53.

14. *What labour (in addition to punishment drill) is given to men undergoing imprisonment with hard labour otherwise than in solitary confinement?*

Employment on hard labour tasks such as cleaning accoutrements, or clearing and levelling the parade ground, or any spare work. No task should exceed two hours consecutively. Hard labour and punishment drill together will be for six or seven hours daily according to the time of year. In the hot season the hard labour should be performed under cover. In the cavalry this labour may take the form of cleaning the horses of absentees at the discretion of the commanding officer.

Do.

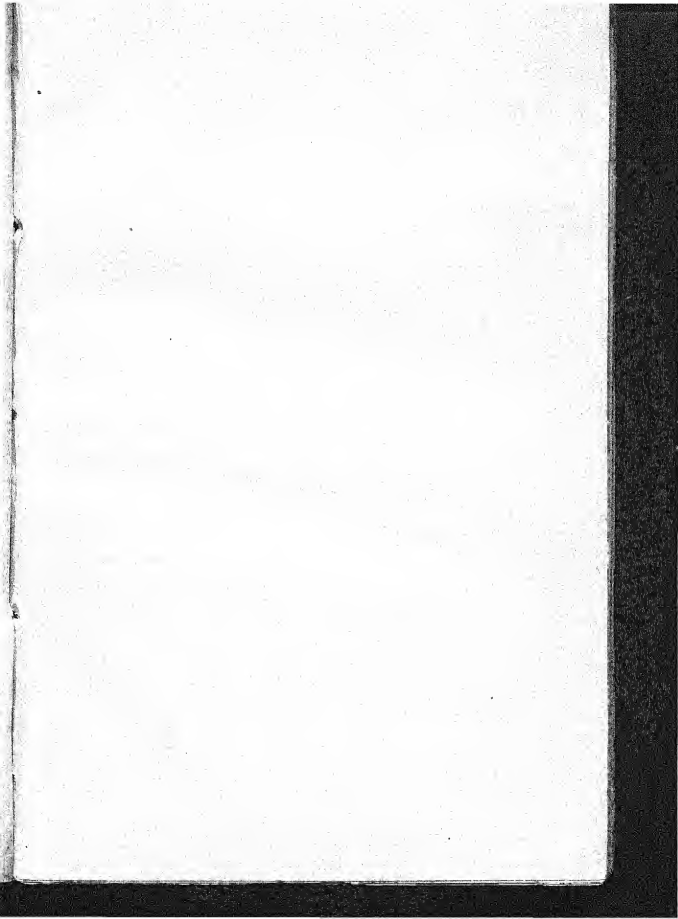
15. *What are the rules about confining prisoners together?*

Prisoners whether sentenced to solitary confinement or otherwise will, as far as possible, be subjected to separate confinement during the hours they are not at punishment drill or fatigue duties. Two prisoners should never be confined together.

Do.

16. *By whom should all prisoners be visited?*

They will be visited daily by the orderly officer and medical officer or hospital assistant. They will also be visited by the British officer of the week.





17. *What punishments may be awarded to regimental boys?*A. R. I.,
Vol. II,
15

	By Comdg. Officer.	By Adjutant.
Extra drill for two hours a day	15 days.	5 days.
Confinement to lines (with punishment drill in drill order)	15 days.	5 days.
Corporal punishment (with a light cane on the hands or breech; but the boy is not to be stripped for the purpose)	12 cuts.	

18. *What steps should a commanding officer take when a native officer or non-commissioned officer has been convicted of an offence by the civil power?*Do.
18.

The conviction of a native officer by the civil power will be reported to the divisional commander and that of a N.-C.O. to the brigade commander who will decide whether dismissal, discharge, or reduction is desirable.

19. *What punishments are to be entered in the defaulter sheets in red ink?*Do.
715.

- (i) Every conviction by court-martial; every conviction by a civil court resulting in imprisonment; when a fine is inflicted by a civil court the O.C. will decide whether a red ink entry should be made;
- (ii) every case of summary reduction of a N.-C.O. to a lower grade, or to the ranks;
- (iii) every case of deprivation of an appointment or of acting rank, for an offence, but not for inefficiency;
- (iv) every case involving imprisonment, confinement to the lines exceeding 14 days, forfeiture of pay of rank, or good conduct pay, and severe reprimand.

Note.—In awarding the punishment of a 'severe reprimand' commanding officers should bear in mind that it should only be given for offences which would merit the deprivation of a G.S. badge were the non-commissioned officer in possession of one.

A. R. I.,
Vol. II,
715.

20. *What further punishments are to be entered in these sheets?*

Every punishment awarded in the regiment except instruction drill. These punishments of less degree should be entered in *black ink*.

21. *What procedure is to be followed when double-company commanders or native officers award punishments?*

A crime report should be sent to the adjutant for entry in R.O's and subsequent record after having been entered in the men's sheet rolls, and the entries should be made if possible at orderly hour. All punishments are to be initialled by the officers ordering them, except in the case of punishments awarded by native officers which are to be initialled by squadron or double-company commanders.

Do.
69.

22. *How are complaints, etc., to be preferred by soldiers?*

If a man conceives that he has any cause of complaint, or has any request to make, he is to mention it to the non-commissioned officer of his squad or section who will report it to his native officer. The native officer commanding the half squadron or company having made himself perfectly acquainted with every particular of the case will report it to the squadron or double-company commander, who, after full enquiry, will either dispose of it himself or submit the case to the commanding officer as may be necessary. Matters of a purely private or personal nature, may be represented direct by any rank to the squadron or D.C. commander.

I. A. W.,
167.

23. *When only may a man appeal direct to his squadron or double-company commander?*

When his complaint is not attended to by the native officers.

Do.

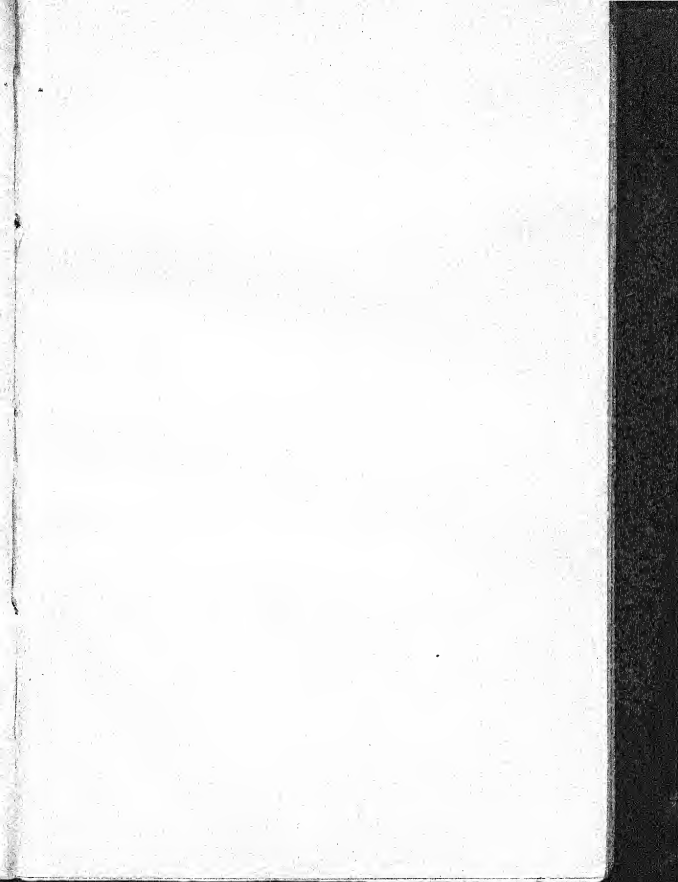
24. *May a soldier ever appeal direct to his commanding officer?*

Yes, when he does not obtain redress from his squadron or double-company commander.

A. R. I.,
Vol. II,
68.

25. *Are written petitions allowed?*

No, whenever a man present with the regiment has any representation to make he is to do so verbally. Anonymous or written petitions are forbidden.





METHOD OF KEEPING ROSTERS FOR FURLOUGH AND
GUARD.

26. *How is the roster for furlough of native and non-commissioned officers and drummers, etc., kept?*

A. R. I.,
Vol. II,
711.

It is kept in a book called the Register of Furloughs. (I. A. F. L., 1183.) The different ranks are kept on separate pages, the names being entered in succession as they stand for furlough, the names of those annually granted furlough being placed at the bottom of their respective lists on their rejoining.

This book is kept by the adjutant.

27. *How is the roster for furlough of privates kept?*

Do.
714.

This is kept in a book similar to the above, but by squadron or double-company commanders, the names of men of each half squadron or company being entered on a separate list. A copy of this book is also kept by pay duffadars or pay havildars in the vernacular.

28. *How is furlough granted as regards the order of names on the roll?*

Instructions
on
I. A. F. L.,
1183.

Furlough is given by commanding officers of regiments in strict regard to priority of claim.

29. *Where are men newly promoted placed on the roll?*

Do.

At the bottom of their new rank for furlough.

30. *Should a man decline to take his furlough, what is done?*

Do.

His name should stand at the head of the roster for next year.

31. *What percentage of men are allowed to proceed on furlough and leave every year?*

A. R. I.,
Vol. II,
264

Furlough—Limited to 30 per cent. of strength and may be granted between 15th March and 15th October, or other dates specified in para. 270, Vol. II.

and A. G.'s
letter No. 610
E.,
dated 22-2-07.

Leave—Limited to 10 per cent. throughout the year, or such other percentage, combined with the furlough percentage allowed, as will not exceed 40 per cent. in the furlough season. No limit as to length of leave.

A. R. I.,
Vol. II,
270.

32. *Are there any exceptions to the above rule?*

Yes, Gurkha battalions, Baluchis Burma local battalions and corps in the Quetta district are granted furlough (for longer periods) at the rate of 15 per cent. for full and 30 per cent. for half periods.

Do.
264
and A. R. I.,
Vol. X,
78 (d).

33. *What number of men are granted free passage by rail when proceeding on furlough?*

Not more than thirty per cent.

A. R. I.,
Vol. II,
264.

34. *What amount of furlough may be granted?*

This is left to the discretion of commanding officers provided the period (15th March to 15th October) is not exceeded.

Do.
535.

35. *Who regulates the detail of duties, and who is responsible that the rosters are properly kept?*

The adjutant

Do.
542.

36. *Who keeps the rosters of commissioned and non-commissioned officers for all duties?*

The woodie-major or native adjutant under the adjutant's orders.

D. O's.
9th Division,
No. 207
1907

37. *Mention the festivals for which leave is granted in your regiment—stating the number of days sanctioned?*

For Muhammedans.	Muharram	...	10 days
	Akri Char Shamba	...	1 day
	Bara Wafat	...	1 "
	Glarwin	...	2 days
	Shabirat	...	2 "
	Ramzan	...	2 "
	Idul Fitur	...	2 "
	Idus Zoha	...	2 "
Hindus (for corps other than Carna- tic Regiments).	Dassera	...	7 days
	Diwali	...	2 "
	Holi	...	4 "
	Basant Panchmi	...	1 day
	Shivaratri	...	1 "
	Janain Ashtmi	...	1 "
	Shan Krat	...	1 "





Hindus (for corps other than Carna- tic Regiments).	Nagpanchmi ...	1 day
	Gokal Ashtmi...	1 "
	Raksha Bandham ...	1 "
	(Rakhri Punnam)	
	Anant Chandas ...	1 "
	Ram Naomi ...	1 "
Hindus (Carnatic Regts.).	Dassera ...	10 days
	Diwali ...	3 "
	Holi ...	1 day
	Shevaratri ...	2 days
	Pongul ...	3 "
	Gokal Ashtuni ...	1 day
	Raksha Bandham (Rakri Punnam) ...	1 "
	Anant Chandas ...	1 "
	Christmas ...	9 days
	Easter ...	4 "
Christians.	Ash Wednesday ...	1 day
	St. Joseph's Festival ...	1 "
	Corpus Christi ...	1 "
	All Souls' Feast ...	1 "
	Nativity of the Virgin Mary. ...	1 "
	St. Francis Xavier's ...	1 "
	Ascension Day ...	1 "
	Guru Nanak Saheb :	
Sikhs.	Birth ...	1 day—Nov.
	Death ...	1 " —Aug.
	Bisaki ...	2 days
	Guru Gobind Saheb :	
	Birth ...	1 day—Jan.
	Death ...	1 " —Sept.
	Guru Arjan Saheb :	
	Birth ...	1 day
	Death ...	1 "
	Guru Tejh Bahadur :	
	Birth ...	1 day
	Death ...	1 "
	Sri Govind Saheb :	
	Birth ...	1 day
	Death ...	1 "
	Reading Garanth ...	1 "
	Dassera ...	2 days
	Diwali ...	2 "
	Holi ...	3 "
	Basant Panchmi ...	1 day
	Saragheri Memorial ...	1 "

A. R. I.,
Vol. II,
480.

38. *What are the rules about gambling in the native army?*

Gambling of every description is strictly forbidden in garrisons, cantonments and camps.

39. *Are meetings allowed in the lines of a native regiment for any purpose whatever?*

No, they are strictly prohibited except with the sanction of the commanding officer.

Do.
486.

40. *When are native soldiers permitted to wear their native clothes?*

When not on duty, or when visiting their officers off duty they may wear plain clothes. They should be made to adopt a clean and respectable dress. They are always to be in possession of their uniform.

Do.
485.

41. *Is any native soldier permitted to wear caste marks on his face, or conspicuous ear-rings when on duty?*

No, but the religious customs and prejudices of the native soldier are to be respected.

Do.
486.

42. *In what dress should officers and soldiers attend a civil court?*

If on duty they will wear uniform with swords and side arms. Arms will not be worn by an accused person. If not on duty uniform need not be worn.

Do.
525.

43. *In what respect is Thursday to be considered a whole holiday, and are prisoners to be disposed of on this day?*

Except for emergent reasons, no field days will take place, and courts-martial, courts of inquiry and boards are not to sit. The annual course of musketry, however, is not to be suspended, but field training may be stopped if time permits, at the discretion of commanding officers. Prisoners in confinement for drunkenness must, however, be disposed of on Thursdays, if by keeping them longer in confinement they would be detained more than 48 hours in the guard-room.

Do.
523.

44. *What is the rule about the discharging of firearms and beating of tom-toms in cantonment?*

Firearms may not be discharged without permission. Tom-toms may be beaten outside the lines of units until 9-30 P.M. and within the lines with the permission of the O.C. until 10 P.M. Any extension of these hours requires the sanction of the O.C. the station.





45. Are native soldiers allowed to borrow money from one another?

A. R. I.,
Vol. II,
481.

No. All ranks are positively prohibited from doing so, or from lending it to one another, or to be engaged in any transaction whatever, which would establish a debtor or creditor account between the parties.

b (ii)—PAY AND PENSIONS, Etc.

I—PAY.

46. Give the monthly rates of pay of the various ranks of the silladar cavalry, Bengal and Punjab.

Do.
Vol. I,
896.

		RS.	A.	P.
Risaldar ...	{ 1st class ...	300	0	0
	{ 2nd „ ...	250	0	0
	{ 3rd „ ...	200	0	0
Ressaidar ...	{ 1st class ...	150	0	0
	{ 2nd „ ...	135	0	0
	{ 3rd „ ...	120	0	0
Woordie-major	150	0	0
Jemadar ...	{ 1st class ...	80	0	0
	{ 2nd „ ...	70	0	0
	{ 3rd „ ...	60	0	0
Dafadar, farrier-major and salutri	...	42	0	0
Trumpeter	38	0	0
Sowar, camel-sowar, farrier and assistant salutri	31	0	0

47. What are the monthly rates of pay and batta when admissible, of the native ranks of the non-silladar (26th to 28th) cavalry?

Do.

		Pay.			Batta when admissible.		
		RS.	A.	P.	RS.	A.	P.
Subadar ...	{ one half ...	150	0	0	30	0	0
	{ one half ...	110	0	0			
Jemadar ...	{ one half ...	60	0	0	8	0	0
	{ one half ...	50	0	0			
Havildar	22	0	0	5	0	0
Naik and Trumpeter	...	18	0	0	4	0	0
Farrier havildar	22	0	0	5	0	0
Shoeing-smith	18	10	4	4	10	10
Veterinary pupil	14	0	0	2	5	10
Trooper	11	0	0	1	8	0
Recruit boy	5	0	0
Pension boy	4	0	0

A. R. I.,
Vol. I,
896.

48. *What are the rates of pay of the illadar cavalry, Bombay?*

				Consolidated Pay.		
				RS.	A.	P.
Risaldar-major	300	0	0
Risaldar	...	{ one	...	250	0	0
	...	{ two	...	200	0	0
Woordie-major	150	0	0
Ressaidar	...	{ one	...	150	0	0
	...	{ one	...	135	0	0
	...	{ two	...	120	0	0
Jemadar	...	{ four	...	70	0	0
	...	{ four	...	65	0	0
Kote dafadar-major	59	0	0
Farrier-major	54	0	0
Dafadar	42	0	0
Trumpeter	38	0	0
Naik	37	0	0
Sowar and camel-sowar	31	0	0

Do.
901.

49. *What are the rates of pay and batta of the various ranks of native infantry?*

				Pay.			Batta when admissible.		
				RS.	A.	P.	RS.	A.	P.
Subadar-major	100	0	0	...		
Subadar	...	{ three	...	100	0	0	*15	0	0
	...	{ four	...	80	0	0			
Jemadar	...	{ one half	...	50	0	0	7	8	0
	...	{ one half	...	40	0	0			
Havildar	16	0	0	5	0	0
Naik	14	0	0			
Drummer and bugler (Christian)†	13	0	0			
Drummer and bugler, sepoy and sepoy musician	9	0	0	1	8	0
Recruit boy (Bombay)	3	8	0	...		
Recruit boy (Madras)	5	0	0	...		
Pension boy (Madras)	4	0	0	...		

* The batta of subadar-majors and subadars of the Madras locally enlisted regiments is Rs. 14-8-3 per mensem.

† Christian drummers and buglers of purely Asiatic extraction enlisted after the 17th June, 1891, are not entitled to these rates of pay and batta, and these rates are abolished entirely, for all enlistments after 1902.



50. *To whom is "Assam batta" given in addition to pay and what is the amount?*

A. R. I.,
Vol. I,
901.

To non-commissioned officers, privates, drummers and musicians of the regiments in Assam. Amount Rs. 2/8 each per mensem.

51. *What is the pay of recruit boys in Gurkha regiments?*

Do.

<i>Amount per battalion.</i>		<i>Per mensem.</i>		
		RS.	A.	P.
5 eldest between 10 and 16 years of age	4	0 0
5 next in age	3	8 0
5 next in age	3	0 0

52. *Is batta admissible to the men of the Burma Infantry? What is the amount of local monthly allowance made to them?*

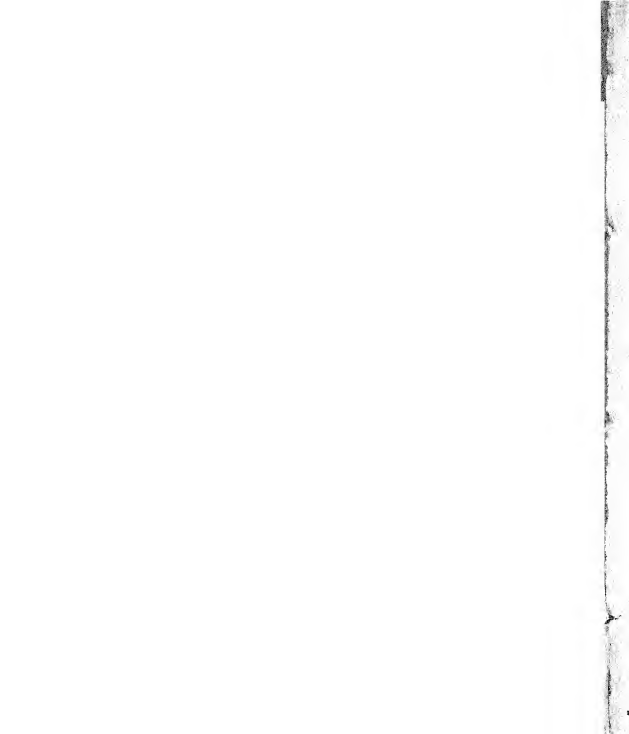
Do.

<i>(a) No.</i>		<i>RS. A. P.</i>		
<i>(b) Subadar-major</i>	50	0 0
Subadar	30	0 0
Jemadar	15	0 0
Havildar	7	8 0
Naik	6	0 0
Drummer, bugler and sepoy	2	0 0

53. Mention the rates of pay of the followers of the native regiment to which you have been attached.

RATES PER MENSEM.

GRADES.	Punjab and Bengal troops, and Local Corps.		Cavalry and Infantry (late Madras).		Burma battalions.		Bombay.		REMARKS.
	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	
Armourer	6	27 0 0	a 50 0 0	0	a Aden troop.
Bel lows-boy (cavalry)	3 8 0	0	a 15 0 0	0	b Nepal escort only.
Bhisti (regtl. and hosp.)	5 0 0	7 0 0	0	10 0 0	0	c 7 8 0	0	c With cavalry, Rs. 6; with Body-guard, Rs. 9; with Aden troop, Rs. 15. Do. Karachi, Rs. 14.
Do. Assam district	7 0 0	
Do. 1st to 19th, 21st to 23rd, 25th, 38th, 39th Cav.; I. S. M. Corps, Calcutta	4 8 0	



Do. Guides Cavalry ..	4	0	0
Do. Nepal escort and Native troops at Fort William, Alipore and Barrackpore ..	6	0	0
Bildar ..	3	8	0
Chowdry ..	11	0	0	14	0	0
Chuckler (Body-guard and Cavalry)	8	0	0
Do. mistri (Cavalry)	12	0	0
Cook	6	0	0
Flagman (Body-guard)
Grass-cutter ..	4	8	0
Do. jorawallah ..	9	0	0
Georgah (1/10th G. R. only).	10	0	0
Halalcore	Nerrick rate.
Hammerman (Body-guard and Cavalry)	7	0	0
(1) Langri or cook (regtl. and hospital) ..	h	5	0	0	g
						20
						0
						0
						g
						Aden troop.
						h
						With regiments in Assam, Rs. 7.

(1) Reconstituted Madras Infantry and Native Troops at Fort William, Alipore and Barrackpore, Rs. 6.



Do. (mistr)	15	0	0
Supt. of artificers (cavalry)	b 25	0	0
(4) Sweeper (regtl. and hospl.)	..	c 5 0 0	Nerrick.	9	8	0	Nerrick rate.
Syce, Body-guard	..	d 4 0 0	d 5 4 0
Do. Jemadar, Body-guard	..	6 0 0	e 8 12 0
Toty (regtl. and hospital)	Nerrick.
Ward Servant	..	b 5 0 0
(5) Weighman	..	4 0 0
Writer (English) Malwa and Maywa Bhil Corps.	..	30 0 0
Do. 42nd and 43rd Regt.	..	25 0 0
Do. Nepal escort	..	10 0 0
Do. (Civilian) depôt of 1st to 19th, 21st to 23rd, 25th, 28th, 39th Cavalry while on F.S.	..	40 0 0
Do. (Nagri) Malwa Bhil Corps	..	12 0 0

- (1) Malwa and Meywar Bhil corps, Rs. 5.
Rs. 6-12-0. Silladar cavalry, Rs. 6.
(2) Guides Infantry, Rs. 6.
(3) Viceroy's Body-guard, Rs. 12.
(4) Aden Troop, Rs. 10.
(5) Assam Brigade, Rs. 6.

b In the Body-guard, Rs. 20.
c With regiments in Assam, Rs. 7.
d Cavalry, Rs. 7.
e Cavalry and Body-guard.
f Aden troop.
h Viceroy's Body-guard.

A. R. I.,
Vol. I,
896.

54. *What is the extra duty pay of the various native ranks in a native cavalry regiment?*

		Silladar.			Non-silladar.		
		RS.	A.	P.	RS.	A.	P.
Woordie-major	...	40	0	0	17	8	0
Trumpet-major	...	5	0	0*	14	0	0
Kot-daffadar-major	10	0	0
Quartermaster-daffadar	...	5	0	0	5	0	0
Do. 31st to 37th cavalry if appointed before 1st April, 1901.	...	10	0	0
Farrier-major	21	0	0
Drill daffadar	10	8	0
Drill naik	7	0	0
Orderly daffadar	1	13	10
Troop havildar-major	2	0	0
Kot-daffadar	...	9	0	0	2	0	0
Pay daffadar	...	6	0	0
Rough-rider	1st class	5	4	0
	2nd "	3	8	0
Assistant salutri	...	7	0	0

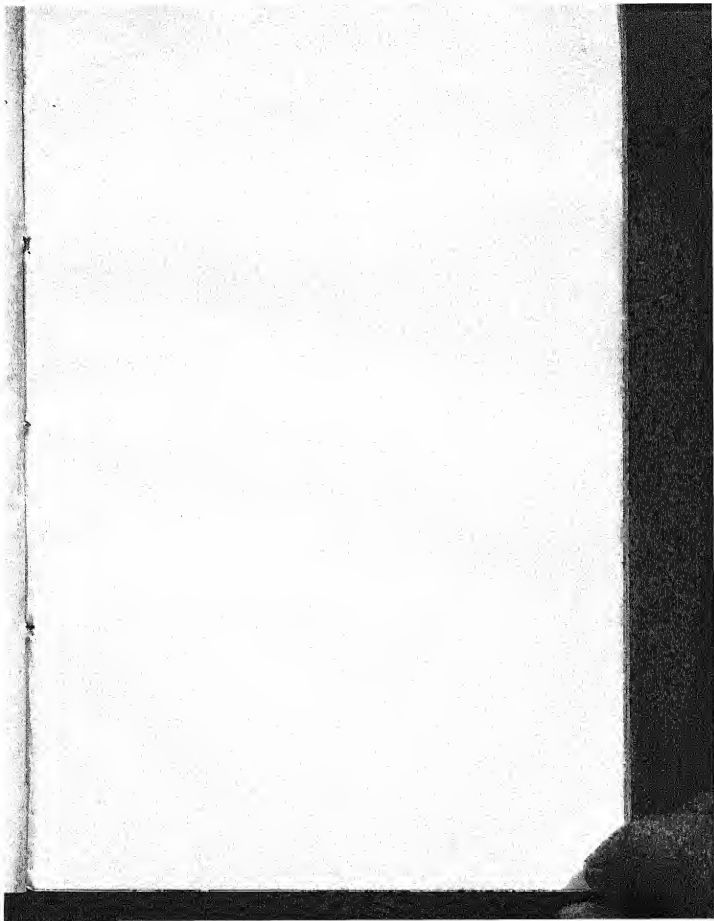
Do.
901.

55. *Give the staff allowances of a native infantry regiment (native ranks).*

		Punjab, Bengal and Bombay.			Late Madras.†		
		RS.	A.	P.	RS.	A.	P.
Subadar-major	...	50	0	0	50	0	0
Havildar-major	...	5	0	0	5	4	0
Drill naik	...	2	8	0	3	8	0
Drum and fife-major	} not Punjab	5	0	0	5	13	4
Native adjutant	...	17	8	0	17	8	0
Quartermaster havildar	{ Bombay if appointed before 1st April, 1901. } { Bengal and Madras pioneer regts. }	14	0	0	5	0	0
Bugle-major (Punjab only)	...	7	0	0
Asst. do. (do.)	...	5	0	0
Pay havildar	...	5	0	0
Orderly havildar	1	13	10

* Trumpet-major, 38th and 39th cavalry, Rs. 6.
Do. 20th, 29th to 37th cavalry, Rs. 7.

† i.e., Pioneer and Carnatic regiments.





56. *On whom is the Order of British India conferred and for what service?*

A. R. I.
Vol. II,
361.

It is conferred on native commissioned officers for long, faithful and honourable service. Ordinarily native officers (including senior hospital assistants) on the active list are alone eligible.

57. *Of how many classes does the Order consist and what are the allowances granted in them?*

Do. &
A. R. I.,
Vol. I,
1005.

Two classes—

	Amount per diem
1st Class. (188 appointments for all India.)	
For subadars, resaldars and resaidars only, with the title of Sirdar Bahadur	RS. A. P. 2 0 0

2nd Class.

(250 appointments for all India.)

For all grades of native commissioned officers,
with the title of Bahadur

1 0 0

N.B.—A risaldar-major or subadar-major who is a member of the first-class will on retirement be granted the honorary rank of captain, and any other native officer (of the first class) the honorary rank of lieutenant.

58. *On whom is the Indian Order of Merit conferred and for what service?*

A. R. I.
Vol. II,
363.

It is conferred by the Government of India as a reward for conspicuous personal gallantry in the field on native officers and soldiers without distinction of rank or grade, and without reference to any claims founded on mere length of service and general good conduct. Its advantages may be enjoyed in addition to those conferred by the Order of British India.

A. R. I.,
Vol. I,
1006.

59. *Of how many classes does the Order consist and what are the allowances granted in each?*

Of three classes.

Monthly rates as follows :—

	Silladar.						Cerairy.					
	1st class.			2nd class.			1st class.			2nd class.		
	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
Risaldar	..	60	0 0	40	0 0	0	..	60	0 0	40	0 0	0
Resaldar	..	36	0 0	24	0 0	0	..	60	0 0	40	0 0	0
Jemadar	..	14	0 0	9	5 4	4	..	24	0 0	16	0 0	8
Woodie-major	..	50	0 0	33	5 4	16	..	10	8
Kot-dafadar	..	12	0 0	8	0 0	4	..	0	0
Dafadar	..	10	0 0	6	10	8	..	15	0 0	10	0 0	5
Trumpeter and naik	..	8	0 0	5	5 4	2	..	10	8	..	8	0 0
Sowar and farrier	..	8	0 0	5	5 4	2	..	10	8	..	5	0 0
Do. (Viceroy's Body-guard)	9	0 0	6	0 0	3





Infantry.

		1st class.	2nd class.	3rd class.						
		RS.	A.	P.	RS.	A.	P.	RS.	A.	P.
Subadar or senior hospital assistant, 1st class	...	52	0	0	34	10	8	17	5	4
Jemadar or senior hospital assistant, 2nd class	...	17	0	0	11	5	4	5	10	8
Havildar or hospital assistant, 1st, 2nd or 3rd class	...	9	0	0	6	0	0	3	0	0
Naik	..	7	0	0	4	10	8	2	5	4
Sepoy	...	5	8	0	3	10	8	1	13	4

60. *What good conduct medals are authorised for men of the native army in India?*

A. R. I.,
Vol. I,
993.

- (a) To each regiment of cavalry and infantry a silver medal inscribed "for meritorious service," with an annuity of Rs. 25. For daffadars and havildars only (including kot-daffadar-majors).
- (b) To each regiment of cavalry and infantry annually, 2 silver medals inscribed "for long service and good conduct," with a gratuity of Rs. 25 each. For rank and file only.
- (c) To each regiment of cavalry and infantry annually, a silver medal inscribed "for long service and good conduct," without a gratuity.

61. *When only will the grant of the medal with annuity be made?*

Do.
996.

On the occurrence of a vacancy by the death, promotion, or reduction to the ranks of the annuitant, or by the discharge to pension of an annuitant who is not specially permitted to retain the annuity in addition to pension.

62. *How is the payment made, and when?*

Do.
997.

In arrears on the 1st April of each year.

A. R. I.,
Vol. I,
997.

63. *What happens if an annuitant becomes a casualty during the year?*

His estate will receive such portion of the annuity as may be due up to date of casualty, his successor receiving the balance only, on the 1st April following.

Do.
995.

64. *What are the conditions under which a daffadar or havildar becomes eligible for the medal with annuity?*

He must have completed 18 years' service with the colours (during which time his conduct shall have been decidedly meritorious), he must never have been convicted by a court-martial during that period, or have had more than five red ink entries in his defaulters sheet.

Do.

65. *Who else are eligible for the medal and annuity?*

Drum, trumpet, bugle and fife-majors who are not of European extraction.

Do.
1000.

66. *What are the conditions under which a sowar or sepoy becomes eligible for the good conduct medal with gratuity?*

He must have completed 18 years' service with the colours (during which time his conduct shall have been decidedly meritorious)—have never been convicted by court-martial during that period,—have not more than five red ink entries in his defaulter sheet and have 3 good conduct badges.

N.B.—A lance-daffadar, naik or lance-naik is also eligible for the above reward under the same conditions.

Do.
998.

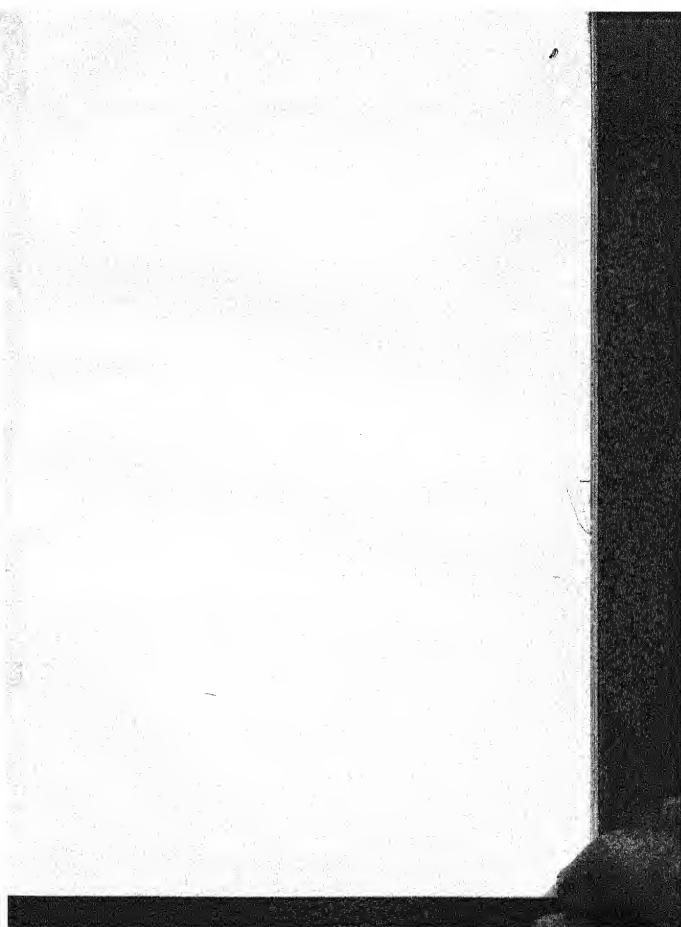
67. *On what conditions may the annuity be held in addition to pension, after discharge?*

On the recommendation of the commanding officer and subject to future good conduct, but in that case no additional medal with annuity will be available for the regiment to which the recipient belonged until a vacancy occurs by his death, or forfeiture of annuity.

Do.
1004 &
I. A. F. Y.,
1931.

68. *To whom is the medal without gratuity given and for what services?*

To a soldier under transfer to the pension establishment or who has been transferred thereto since the last issue, whose field service and irreproachable conduct throughout his service have been such as to mark him for reward, and whose position on the list of candidates has not procured him the medal and gratuity.





69. *What pay do reserve men get while at their homes?*

Reserve.
Regulations,
35.

				Per mensem.		
				Rs.	A.	P.
Havildars	4	0 0
Naiks	3	8 0
Sepoys	3	0 0

Promotion to the non-commissioned ranks in the reserve has been discontinued since 1891.

N.B.—The reserve pay of reservists, transferred to the reserve after 15th May, 1904, is altered from Rs. 3 to Rs. 2.

I. A. O.,
275 of 1904
& 349 of 1906.

Havildars and naiks are not now transferred to the reserve as such. If they wish to enter the reserve they must resign their rank.

Reserve
Regulations,
5.

70. *What pay do they get when embodied for training, or when called up for service?*

Do.
36.

They will receive the full pay and good conduct pay they were drawing when first transferred to the reserve. While thus drawing full pay their reserve pay will lapse.

71. *What is rice-money (Madras) and to whom is it granted?*

A. R. I.,
Vol. I,
978 and
Appx. V
& VI.

Rice-money is compensation paid to all ranks of the locally enlisted Madras regiments (including followers) for dearthness of provisions. Every man when not in receipt of field batta, rations or money compensation for them, is entitled to receive the difference in money between a certain fixed price for a specified quantity of rice and its current price in the market.

72. *What must the price of rice exceed (Madras only) before compensation is given?*

Do.
979 & Appx.
VI.
G.O.C.C., 160
of 1902 and
C.M.A.
Circular,
78/02.

Men who enlisted on and after 1st April, 1902, receive compensation when the cost of rice exceeds for each fighting man Rs. 1-12 for 20 $\frac{1}{2}$ measures and for each follower Rs. 1-5 per month for 12 measures—calculated on the authorized scale of ration.

If enrolled before 1st April, 1902, compensation is admissible when the cost of $1\frac{1}{4}$ Madras measures—for combatants and followers, and $1\frac{1}{2}$ measures for recruit and pension boys (daily ration) exceeds Re. 1 per mensem.

(NOTE.—A Madras measure is equal to 120 rupees weight or $1\frac{1}{4}$ pukka Bengal seers or 3 lbs.)

A. R. I.,
Vol. I,
Appx. VI (b).

73. *When do locally enlisted Madras troops draw double rice-money and to whom only is this concession granted?*

When serving in Belgaum, the Nizam's territories, Orissa, Central Provinces, or outside the late Madras command. This compensation is calculated on a daily ration of $1\frac{3}{4}$ Madras measures of rice per man, when the price of rice exceeds one rupee for 20½ Madras measures.

The above is inadmissible to men who were enlisted on or after 1st November, 1889.

Do.
978.

74. *What compensation for dearness of food is granted in Punjab, Bengal and Bombay?*

When the aggregate cost of the rations exceeds, for each man, three rupees eight annas per mensem, compensation for the cost in excess will be granted.

Do.
979.

75. *On what scale of daily rations is this calculated?*

Punjab, Bengal and Bombay.

Atta or rice 2 lbs. (a). (a) Of the quality usually consumed at the place in which the soldiers are stationed, or may be serving, by men of the same class of life as that to which the soldiers belong.

Dhâl (a) 4 oz.
Ghi (a) 2 oz.
Salt (a) $\frac{2}{3}$ oz.

Firewood unsplit 3 lbs. (Bombay troops only).

Do.
Appx. VI (c).

76. *Is compensation for dearness of food admissible to men on leave?*

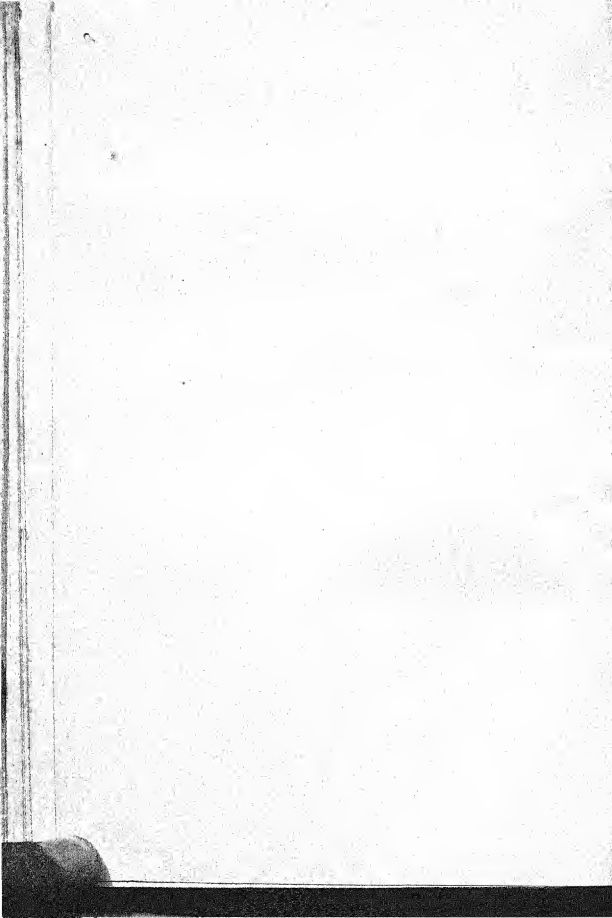
No, except in the case of the locally enlisted Madras troops for whom it is sanctioned, but only for men who enlisted prior to 1st October, 1889.

Do.
978.

77. *How is this compensation adjusted, and at what rates?*

It is adjusted at the stations at which their regiments are serving according to the rates there prevailing.





78. *What are the latest rules on the subject of rice-money for pensioners of the locally enlisted Madras regiments?*

A. R. I.,
Vol I,
Appx. VI (d).

It will be inadmissible to those who enlisted on or after 1st September, 1888; as also to those men in the service before that date who voluntarily accept the pension rules promulgated in I. A. C., cl. 170 of 1886, and retire on the ordinary rate of pension after 21 years' service; it is however admissible to men enlisted on or before the 30th November, 1886, who may be invalided after 15 years' service.

79. *Do Madras troops stationed in Burma draw rice-money while on leave in that country?*

G. O.
(Madras.)
No. 45
of 1892.

Yes, but on condition that they are not also receiving free rations.

80. *Do reserve men get compensation for dearness of food?*

Reserve
Regulations
38.

Yes, when embodied for training or service only. They are not entitled to it at any other time.

81. *When and to whom is subsistence allowance in lieu of forfeited pay granted?*

A. R. I.,
Vol. I,
949.

It is allowed at the rate of the actual cost of subsistence to men confined in the guard-room as a punishment by their commanding officer, or under any charge of which they are subsequently convicted, or when undergoing imprisonment in regimental custody under sentence of court-martial.

82. *How is a deserter subsisted and at what rate?*

Do.

From the date of his apprehension to the date of joining his corps, etc., he will be subsisted by the corps to which he is attached at the rate mentioned in the preceding para.

83. *Is subsistence allowance granted to native troops when in confinement in Burma?*

Do.

No, nor in any place where rations are issued in kind. At such stations rations will continue to be issued to men in confinement, but pay and other allowances will be forfeited subject to refund if the men are acquitted.

84. *Is a man's pay forfeited during absence without leave?*

Do.
947.

Yes, a man forfeits his pay for any day of absence "on desertion" (see para. 433), or without leave above five

days. (N.B.--If the absence is for less than five days, pay may or may not be forfeited according to the discretion of the commanding officer, unless the person shall have been convicted of such absence by court-martial.

A. R. I..
Vol. I.,
947.

85. *Can a man's pay be forfeited while he is in hospital in certain cases?*

Yes, for every day on which a man is in hospital on account of sickness, certified by a medical officer to have been caused by an offence under the I. A. W. committed by him.

Do.
947.

86. *Does a man receive pay on the day of his release from prison or other confinement in which he was only in receipt of subsistence allowance or rations?*

No, nor shall such a person reduced for an offence, if previously in confinement, receive pay on the day of his reduction.

II.--GOOD SERVICE AND CONDUCT PAY.

Do.
988.

87. *What is the rate of good service pay allowed to non-commissioned officers?*

Daffadars and Havildars.

				Per mensem.
After 2 years' good service in that grade	...			Rs. 1
Do. 4 do. do. do.	...			" 2
Do. 6 do. do. do.	...			" 3
Do. 8 do. do. do.	...			" 4

Naiks.

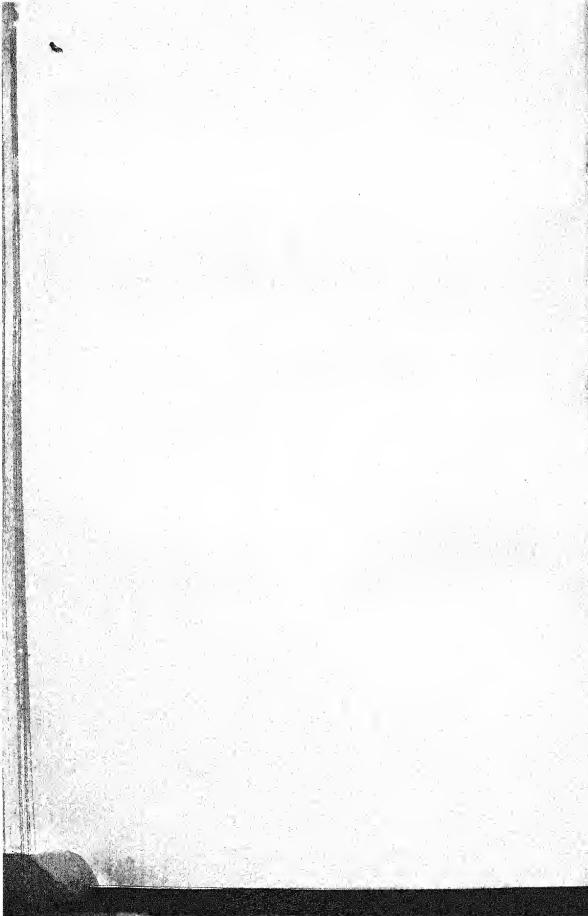
After 2 years' good service in that grade	...	Rs. 1
Do. 4 do. do. do.	...	" 2

Do.
990.

88. *What are the conditions governing the grant of G. S. Pay to N.-C.O's?*

G. S. pay is granted to N.-C.O's as a reward for efficiency combined with zeal and good conduct. To entitle a N.-C.O. to good service pay, he must during the two years preceding his claim have satisfied the O.C. as to his zeal and efficiency and must not have incurred more than one red ink entry in his defaulter sheet.





89. *What is the rate of good conduct pay allowed to sowars, privates, drummers, buglers, etc.*

A. R. I.
Vol. I.
983.

Monthly.

1st rate.—After 3 years' service	Rs. 1
2nd rate.— Do. 6 do.	" 2
3rd rate.— Do. 10 do.	" 3

90. *What rate of good conduct pay is admissible to drummers, fifiers and buglers who may be of European parentage?*

Do.
Appx. IX.

They receive good conduct pay as follows :—

After 2 years' qualifying service for pension 1 d. per diem.

Do. 6	do.	do.	do.	.. 2	do.
Do. 12	do.	do.	do.	.. 3	do.
Do. 18	do.	do.	do.	.. 4	do.
Do. 23	do.	do.	do.	.. 5	do.
Do. 28	do.	do.	do.	.. 6	do.

91. *Define "European parentage."*

Do.
(Definitions).

Means a person whose father and maternal grandfather, or whose mother and paternal grandfather were of pure European origin; or who is the child of a marriage between persons of this birth.

92. *What privileges are granted to native soldiers of the Burma battalions as regards the reckoning of former service for good conduct pay?*

Do.
1081.

They are entitled to count former service in the Burma police battalions and in the army towards service for good conduct pay.

93. *What is the necessary condition of the receipt of the first rate of good conduct pay?*

Do.
98 (b).
985.

That the soldier has not within 2 years preceding the completion of his qualifying service incurred more than one red ink entry in his defaulter sheet.

94. *How long must a soldier have been clear of the defaulter sheet before being advanced to a higher rate?*

Do

He must have been clear of a red ink entry in his defaulter sheet for one year immediately preceding the claim.

A. R. I.,
Vol. I,
986.

95. *Under what circumstances is good conduct pay forfeited?*

One rate—(a) By specific award of the O.C.

(b) *Ipsa facto* as a result of a court-martial conviction.

One or more rates—(c) By specific sentence of court-martial.

All rates—(d) On conviction by a court-martial of disgraceful conduct, or by the civil power of a corresponding offence.

Do.
986.

96. *Under what circumstances is good service pay forfeited?*

A non-commissioned officer reduced to a lower grade, but not sentenced to forfeiture of advantage accruing from former service, under I.A.W. 135, will receive the rates of good service pay to which he would have been entitled had he not been promoted, less one rate forfeited as a result of the court-martial conviction (or the reduction under I.A.W. 164).

Do.
987.

97. *What rate of good service or conduct pay does a non-commissioned officer who is reduced to a lower grade or to the ranks for inefficiency, and not for misdemeanour, receive?*

The rate or rates of good service or conduct pay he would have been in receipt of had he remained in the lower grade, or in the ranks.

Do.

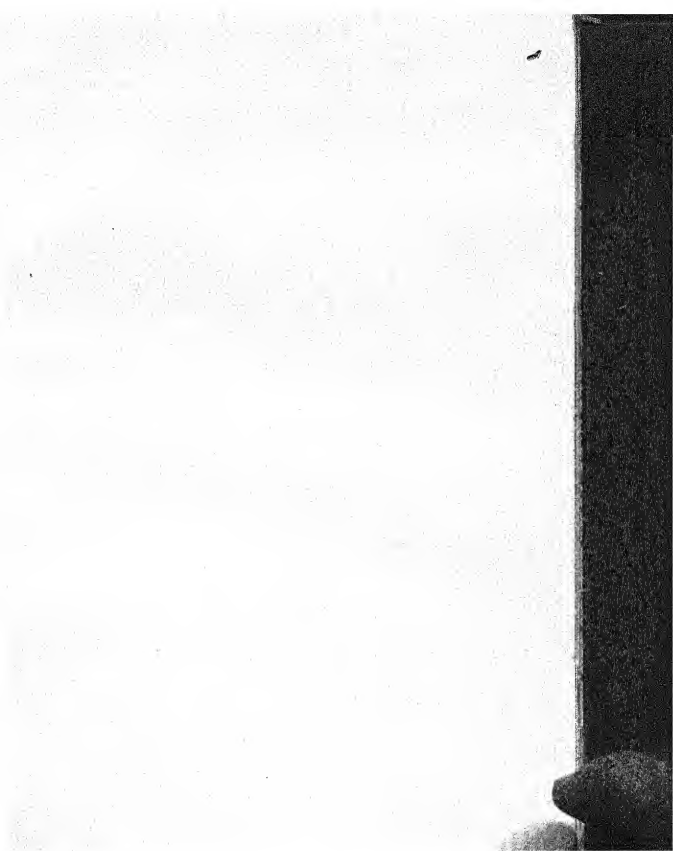
98. *After what period is this rate restored to the N.C.O.?*

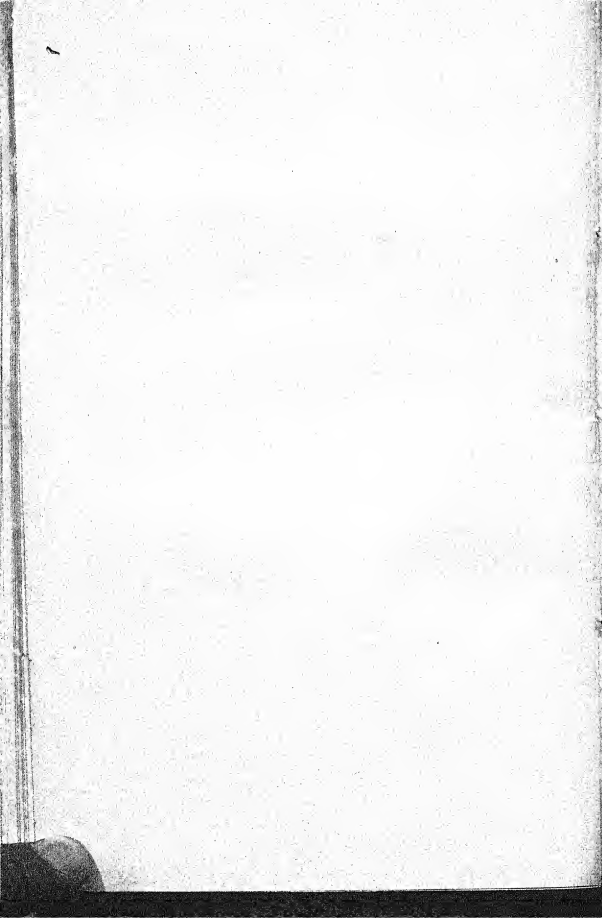
After the N.-C.O., has, in the opinion of the O.C., zealously and efficiently performed the duties of his rank, without a red ink entry in his defaulter sheet for one year.

Do.

99. *When a soldier forfeits one rate of good conduct pay by order of his commanding officer, when will the same be restored to him?*

He must serve for one year without a red ink entry in his defaulter sheet, from the date of the commanding officer's award, if it shall not have been accompanied by imprisonment, and otherwise from date of the termination of the sentence.





100. *If, during the year a soldier is serving for restoration of a forfeited rate of good conduct pay, he would be entitled (but for the forfeiture) to a further rate, what happens?*

A. R. I.,
Vol. I,
987.

He will be entitled on the expiration of the year to draw such further rate in addition to the rate restored.

101. *Supposing a soldier has lost his 3 good conduct badges by sentence of court-martial, how are they restored to him?*

Do.

He must serve for one year without a red ink entry before he will be eligible for restoration to one rate of good conduct pay, and an additional year of approved good conduct before he will be eligible for restoration to the further rates which he forfeited.

102. *If a soldier within twelve months of any previous conviction by court-martial is again convicted of an offence requiring a red ink entry in his defaulter sheet, how long must he serve before restoration of the rate lost?*

Do.

He must serve for two years from the date of the previous conviction without another red ink entry before he can claim restoration of the reward. This does not apply, however, in the case of forfeiture by the commanding officer.

103. *What is working pay?*

Do.
664 & 938.

Working pay is a remuneration for work performed for the military services required by army departments also for works during active service in the field undertaken on the orders of the G.O.C. It is granted in addition to all other pay and allowances and is admissible to the combatant ranks of the native army. But it is not admissible to native troops for building regimental lines. It may also be issued for army signalling.

104. *What are the daily rates of working pay for all native troops?*

Do.
939

Subadar, risaldar, resaidar 8 annas.
Jemadar 6 "
Non-commissioned officers, rank and file 2 "
with an additional 25 % for work in water.		
(This rate does not refer to the sappers and miners.)		

A. R. I.,
Vol. I,
940.

105. *How is the working day reckoned?*

At eight hours. For broken periods the proportion of working pay will be for each full hour, pay at $\frac{1}{4}$ th of the daily rate.

III.—RATIONS.

Army Tables,
Miscellaneous
services.

106. *When are free rations granted to native troops?*

On ordinary duty beyond sea, on boardship and on foreign or field service.

107. *Give a list of rations supplied on foreign service with the amount of each kind per diem?*

	Troops.	Public followers.
Atta or rice *	... 2 lbs.†	1½ lbs.‡
Dhāl	... 3 oz.	3 oz.
Ghi	... 2 "	1 "
Salt	... ¼ "	¾ "
Turneric	... ⅛ "	...

F. S. Regs.,
India,
Appx. III.

108. *What is the field service scale of free rations for native troops and public followers?*

Private followers are allowed the same rations as public followers on payment, also extras, provided the stock in hand admits of it.

	Troops (including N.O's and public followers).
Tea	... 1 oz. daily.
Atta or rice §	... 1½ lbs. "
Dhāl	... 4 oz. "
Ghi ¶	... 2 " "

* Proportion $\frac{2}{3}$ rice and $\frac{1}{3}$ atta (Madras troops), $\frac{1}{2}$ rice and $\frac{1}{2}$ atta (Bengal and Punjab, etc.).

† At Aden 1½ lbs.

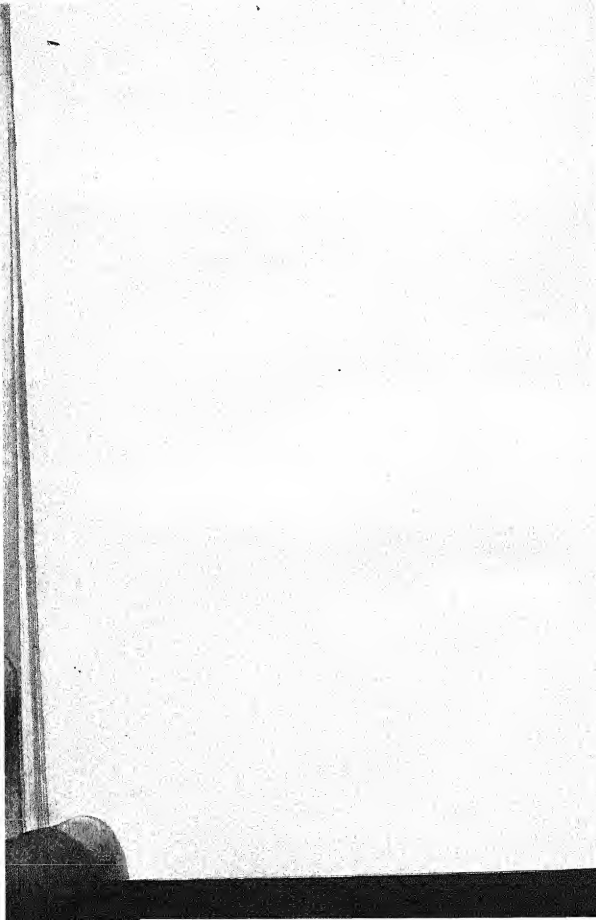
‡ At Aden 1¼ lbs.

§ Atta-eating men will have the option of drawing $\frac{1}{2}$ lb. rice instead of a similar quantity of atta and *vice versa*; the total issue may be increased to 2 lbs. for marches, or on hard work on the recommendation of the S.M.O. and with the sanction of the O.C. on the spot. No decrease in the atta ration will be made when meat is issued.

|| If the troops and followers are likely to be employed at altitudes over 3,000 ft., mussoor dhāl should be provided.

¶ One oz. extra may be issued for marches and hard work, or on climatic considerations. When cooked rations are carried, gur may, if prepared, be issued in lieu of ghi, the quantity of gur to ghi being in the proportion of 2 to 1.





				Troops (including N.O's and public followers).
Salt	$\frac{1}{2}$ oz. daily.
Chillies	$\frac{1}{4}$ " "
Turneric	$\frac{1}{4}$ " "
Gur *	1 " "
Dry Garlic	$\frac{1}{4}$ " "
Dry Ginger	$\frac{1}{3}$ " "
Meat †	...	{ Mutton or goat including bone, }		28 ,, weekly.
Onions, or other country vegetable	...	1 oz.	{ To extent locally procurable.	
Fuel ..	{ Troops to cut their own fire- wood where practicable ... 1 $\frac{1}{2}$ lbs. }			

109. *What extras may be issued at the discretion of the general officer commanding?*

F. S. Regs.,
India,
Appx. III.

Lime juice ... no fixed scale, to be issued on medical advice.

Gur ... $\frac{1}{4}$ oz. to every $\frac{1}{2}$ oz. of lime juice issued.

Rum ... $\frac{1}{2}$ dr.

Fresh Vegetables.. If vegetables, "Kobanis " or other antiscorbutics are available, they will be issued on medical advice as may be necessary for the preservation of health. These will be issued in preference to lime juice, but if considered necessary they may be in addition thereto, the scale being :—

Potatoes	2 oz.
or				
Onions	}			
or		4 oz.
Other vegetables				
or				
Kobanis or other dried fruits, etc.	2 oz.

* Sugar-cane Gur (dry) should be supplied.

† Gur, in lieu of meat, to non-meat eaters $4\frac{1}{2}$ oz weekly.

F. S. Regs.,
India,
21.

110. *Is opium supplied to troops and followers on field service?*

Yes, on payment, at a rate not exceeding 20 grains a man daily, units should indent monthly for actual requirements.

Do.
20.

111. *In what quantities is tobacco supplied to troops and followers?*

Dry leaf tobacco for native troops and followers who smoke, is issued on payment at a rate not exceeding 4 oz. weekly for troops and 8 oz. monthly for followers.

Indents to be submitted weekly.

Any quantity required in excess of this scale must be arranged for privately by units.

Do.
14.

112. *How are emergency rations drawn and when consumed?*

They are drawn on arrival of the troops at the base. Native troops will draw the ingredients from the S. & T. corps and prepare an emergency ration for each N.O., N.C.O. and man with the unit. They will not be consumed without orders from the G.O.C.; and if used, will be replaced at once.

113. *What does the emergency ration consist of for native troops?*

Units have the option of selecting any of the three kinds mentioned below, or a proportion of two or more kinds:—

1.	{	Chenna chabena (parched)	...	1 lb.
		Gur	...	$\frac{1}{2}$ "
		or		
2.	{	Atta	...	1 "
		Gur	...	$\frac{1}{2}$ "
		or		
3.		Biscuits	...	1 $\frac{1}{2}$ "

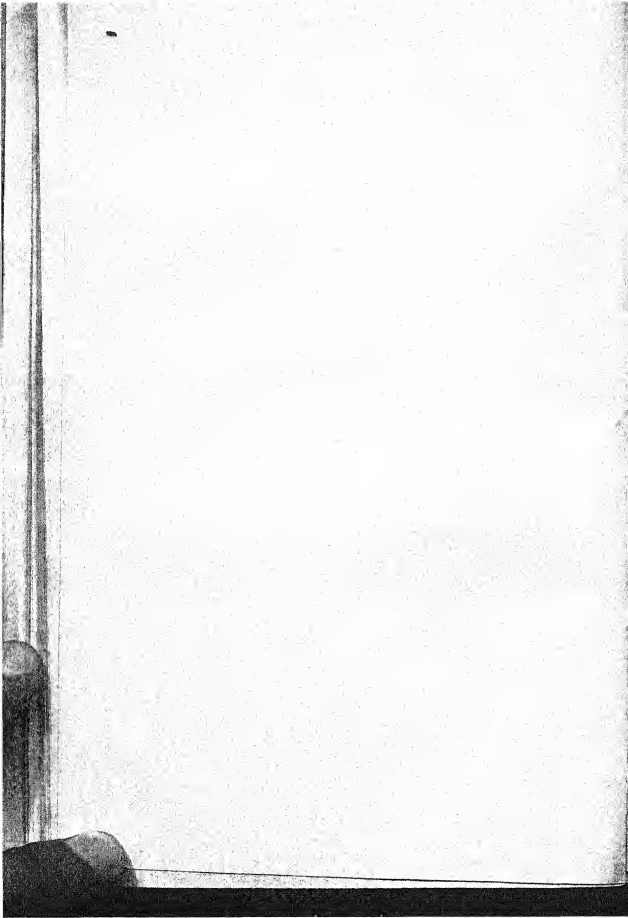
IV.—RECRUITING.

A. R. I.,
Vol. II,
626.

114. *How is recruiting carried out?*

* Through the agency of recruiting staff officers, at the recruiting centres for the different classes required. Recruits may also be enlisted at the head-quarters of a corps.





115. *Mention the recruiting centre for the various classes of your regiment?*

A. R. I.,
Vol. II,
628.

Class.	Centre.
Pathans ...	Peshawur, Samana.
Punjabi Musalmen ...	Jhelum.
Dogras ...	Jullundur, Dharmasala.
Sikhs ...	Jullundur.
Jats and Hindustani Musalmen ...	Delhi.
Hindustani Hindus ...	Lucknow.
Gurkhas ...	Gorakpore, Purneah, Darjeeling.
Mahrattas and Dekhani Musalmen ...	Poona.
Rajputana and Central India Musalmen and Hindus ...	Agra.
Madras Musalmen ...	Bangalore.
Madras Christians and Hindus ...	Trichinopoly.

116. *At what age may sepoy, sepoy-musicians, drummers and buglers, and sowars be enlisted?*

Do.
629 & 631.

The minimum age for enlisting cavalry and infantry recruits is fixed at 16 years, maximum age 25 years. Armourers, artificers, bandsmen, buglers, clerks, drummers, farriers, muchis and trumpeters may be enrolled, without regard to conditions of class or measurement, if able-bodied men.

117. *What is the minimum height for recruits?*

As a general rule for infantry ... 5 ft. 4 ins.
Gurkhas ... 5 ft.

Do.
629.

118. *What is the minimum chest measurement for recruits?*

Do.
629.

Cavalry and infantry—according to age and height—from 32 inches to 36 inches, *e.g.*, a recruit aged 16 years of 5 feet 6 inches height may be enlisted if his chest girth is 32 inches, whereas a man of 25 years of age of 5 feet 10 inches and upwards would be required to have a minimum chest measurement of 36 inches.

A. R. I.,
Vol. II,
634.

119. *What other tests are required before a man can be passed into the service?*

He must be examined and pronounced fit for the service by a medical officer.

Do.

120. *What will the recruiting staff officer do after the medical examination of the recruits?*

He will explain the conditions of service to those finally accepted. Those who consent to their names being entered on the list of a corps, will on the signing of the roll by the R.S.O. be deemed to be enrolled in that corps with effect from the date of their joining the recruiting party which brought them in. He will sign the rolls and pass those recruits found medically fit into the service.

Do.

121. *What is done with recruits on arrival at regimental head-quarters?*

The descriptive roll in original prepared on I.A.F.K 1160 is forwarded with the recruits (by the R.S.O.) to regimental head-quarters and from this the necessary entries will be transcribed into the long roll of the corps, and I.A.F.K 1160 may then be destroyed.

Do.
636.

122. *Must a recruit's character and antecedents be verified before he is attested?*

Yes, this refers to non-combatants as well as to combatants who must be verified in accordance with the instructions contained on I.A.F.K 1152. The necessary steps should be taken immediately after enrolment.

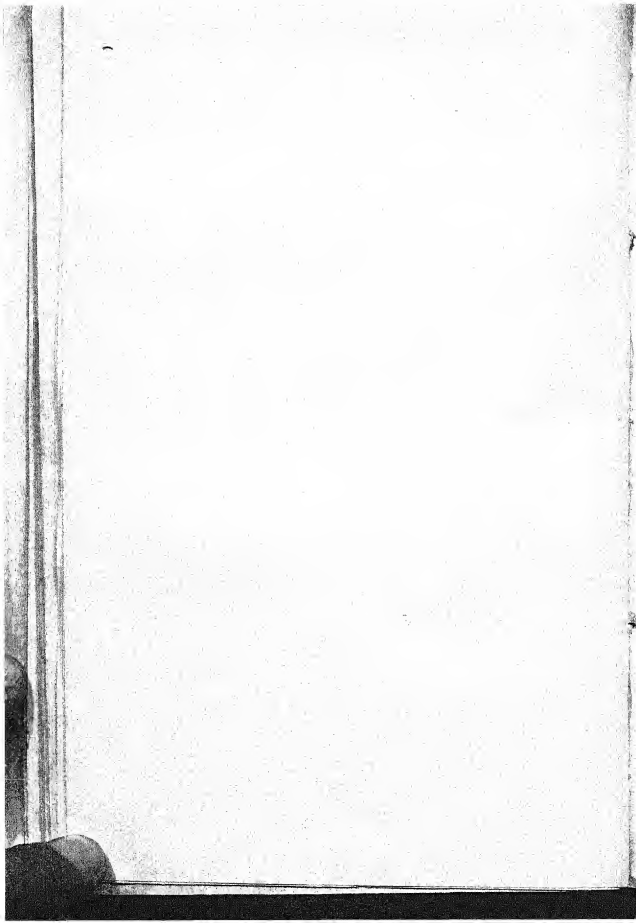
Do. &
I. A. F.
K 1153.

123. *What questions are put to a recruit on enrolment?*

All the questions contained in the attestation document, but the answers are not to be recorded in the attestation document on enrolment.

The questions are as follows:—1. What is your name? 2. What is your father's name? 3. What is your village, etc.? 4. What is your age? 5. What is your caste? 6. Have you ever been sentenced to imprisonment by the civil power? 7. Do you now belong to His Majesty's Indian forces or Indian reserve? 8. Have you ever served in H.M.'s Indian forces or reserve? 9. Have you ever been discharged from any part of H. M.'s Indian forces by court-martial? 10. Have you truly stated the whole, if any, of your previous service? 11. Are you willing to serve upon the following conditions in the—regiment (or department, etc.)?





124. *What is done with a recruit enrolled by the R.S.O., but considered unsuitable by the O.C. corps?*

A. R. I.,
Vol. II,
637.

He will be examined by a board of two medical officers and if declared unfit, discharged by the G.O.C.

V.—DISCHARGES.

125. *For how long must a sepoy serve before he can claim his discharge?*

Do.
632 (iii) & 646.

In time of peace three years if the half squadron, or company to which they belong is not ten men, including recruits, short of the established strength; but if the corps be on service, or in expectation thereof, he has no claim to a discharge.

126. *What is the procedure when a man is brought before his C.O. and claims his discharge after three years?*

Do.

His discharge will be granted to him immediately, or on the expiration of one or two months as circumstances may render expedient.

127. *What classes are required to serve for ten years before they can claim their discharge?*

Do.
632 (iii), (c).

Bandsmen, trumpeters, drummers, buglers, artificers, armourers and muchis.

128. *What classes are required to serve five years before claiming discharge?*

Do.

Army-schoolmasters, clerks, farriers and tailors.

129. *If a non-commissioned officer of good character is found to be useless, as such, what should be done with him?*

He should be given the option of serving in the ranks before being summarily discharged, and in the event of his accepting the option, application should be made through the O.C. the Brigade for his summary reduction to the ranks under I.A.W. 164.

130. *How are men of bad character to be discharged?*

I. A. W.,
4 (b).

Applications for their discharge are to be submitted through the O.C. the Brigade, accompanied by a descriptive roll, in duplicate, containing the general character of the individual, a specification of the instances of misconduct which have caused him to be described as 'of bad character,' a statement of services in the field, or if he has none, an entry to that effect,

and an extract from the proceedings of any court-martial by which he may have been convicted. The application will then be passed on to G.O.C. the Division who may order his discharge or dismissal from the service under I.A.W. 4 (b).

I. A. W.,
4 (1), (b).

131. *How may recruits who are not likely to become efficient soldiers be discharged?*

The O.C. may order their discharge.

N.B.—The same procedure should be adopted in the case of men of the native cavalry of under three years' service, who fail to become good riders.

I. A. W.,
6
& A. R. I.,
Vol. II,
645.

132. *To what persons must a printed discharge certificate be given, and what should be entered upon it?*

To every attested person on being discharged the service (I.A.F.Y 1949). The man's conduct and character; the authority dismissing or discharging him; the cause of his dismissal or discharge; and the full period of his service in the army should be inserted, the character to be in the handwriting of the commanding officer. The fact of a soldier taking his discharge from one regiment for the purpose of enlisting into another, is to be noted in the discharge certificate.

Do.

133. *In addition to the above, what should be noted on the discharge certificates of men of short service considered suitable to serve in the reserve?*

It should be stated whether they are suitable in all respects for service in the active reserve or otherwise, and such men as are suitable will be warned that in the event of their subsequently wishing to join the reserve, they are to present themselves with this certificate, to the civil surgeon nearest to their homes for medical examination for admission thereto.

I. A. W.,
4
(as amended
by Act V of
1905).

134. *May the officer commanding the brigade sanction the compulsory retirement of any native officer or soldier after twenty-one years' service?*

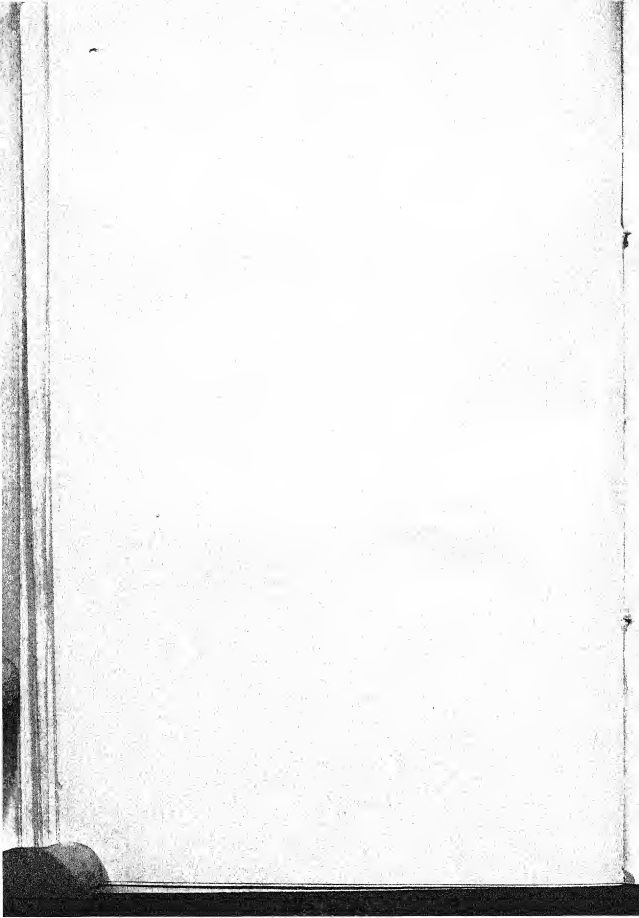
The sanction of the G.O.C. Division must be obtained in the case of a native officer and of the O.C. Brigade in the case of a N.-C.O. or sepoy.

Do.

135. *How are native officers, non-commissioned officers and men got rid of, who, though medically fit, do not perform their duties satisfactorily?*

Their names are submitted to the Brigade and their





discharge will be sanctioned in the case of N.O's by G.O.C. Division and in all other cases at the discretion of O.C. Brigade.

VI.—PENSIONS.

186. Give the ordinary and superior rates of pension of the various native ranks of your regiment.

A. R. I.,
Vol. I,
1044,
Old Rates.

		Ordinary.		Superior.	
		RS.	A. P.	RS.	A. P.
Subadar-major, risaldar-major	...	30	0 0	50	0 0
Subadar, risaldar, ressaidar	...	15	0 0	25	0 0
Jemadar	...	7	0 0	12	0 0
Havildar, kot duffadar-major, duffadar (including farrier-major and salutri of silladar cavalry), lance-duffadar of viceroy's body-guard and naik	...	7	0 0	12	0 0
Drum, trumpet, fife, or bugle-major.	If a European, or an African, or an East Indian of European descent	10	0 0	12	0 0
	If of native descent	7	0 0	12	0 0
	If a European, East Indian or African (as above defined)	7	0 0	12	0 0
	If of native descent	4	0 0	7	0 0
Sepoy, private, trooper or sowar	...	4	0 0	7	0 0

Do.
Appendix IX,
11 (i).

Rank.	Service.	Rate of pension per mensem.
		RS. A. P.
Sowars, sepoys and others ranking as such.	After 18 years.	4 0 0
Naiks and others ranking as such	" 18 "	5 0 0
	" 21 "	7 0 0
Dafadars, havildars and others ranking as such	" 18 "	7 0 0
	" 21 "	8 0 0
	" 24 "	9 0 0
Jemadars	" 20 "	16 0 0
	" 24 "	20 0 0
	" 21 "	30 0 0
Risaldar-majors, subadar-majors, risaldars, ressaidars or subadars	" 24 "	35 0 0
	" 28 "	40 0 0
	" 32 "	50 0 0

I. A. O.,
275
1907

New Rates
(Ordinary).

I. A. O.,
275
1907

137. *What special pensions are granted to individuals of 15 years service and upwards?*

The following special pensions are granted to men who are not eligible for ordinary pensions and who are ordered to be discharged either on the recommendation of a medical board, or by the award of the G. O. C. Division or Independent Brigade, on account of physical or mental unfitness attributable to causes beyond their control, and not to malingering or indulgence in drink or drugs :—

Rank.	Service.	Rate of pension per mensem.			REMARKS.
		RS.	A.	P.	
Sepoy or sowar	.. After 15 years.	3	0	0	
Naik Do.	4	0	0	
Dafadar or havildar, etc.	.. Do.	5	0	0	
Jemadar Do.	12	0	0	If discharged for incapacity, under I. A. W. (3) Rs. 10 only.
Risaldar-major, subadar-major, risaldar, ressal-dar or subadar.	.. Do.	24	0	0	

A. R. I.,
Vol. I,
1044 (b).

138. *Give the rates of pension admissible to public followers.*

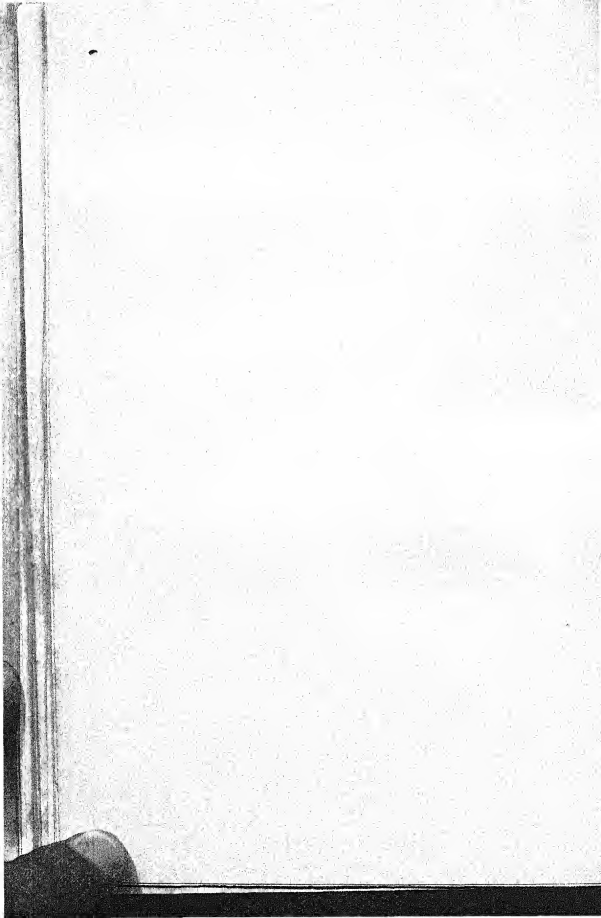
			Punjab and Bengal.	Madras and Bombay.
			RS. A. P.	RS. A. P.
Puckalli	3 0 0	3 8 0
Bhisti	3 0 0	3 8 0

Do.

139. *After how many years' service are followers entitled to pension as above?*

Invalid pension as above is granted (but only to those followers who where entertained before the 27th February 1889) after 20 years' service in Madras and Bombay, with





the exception of bhistsis, who, in the Western command, are entitled to pension after 15 years' service.

140. *What is the superior rate of pension?*

L. A. O.,
275
1907.

The superior rate of pension after 32 years' service was given to men with unblemished characters, etc., but is now abolished except for those men who enlisted before the 1st June, 1907, and select to remain wholly under the old pension rules (para. 136) instead of coming under the new rules.

141. *How long must a commissioned or non-commissioned officer serve in any rank before becoming entitled to the pension of that rank?*

A. R. I.,
Vol. I,
1065.

Unless disabled on actual service,—three complete years. Should he have served a shorter period, he will be entitled only to the pension of the next lower grade, provided his united service in the rank he held when invalided or pensioned and in the next inferior grade amounts together to full three years.

142. *From what age is service for pension allowed to reckon?*

Do.
1029.

From sixteen years.

143. *Under what conditions is the brevet pay of a subadar-major continued to him on pension?*

Do.
962.

On the special recommendation of the O.C. Brigade, whether he has served more or less than three years in the rank.

144. *From what date do pensioners commence to draw their pensions?*

From the date following that on which they are struck off the strength of their corps. Men invalided by invaliding committees are to be struck off at the expiration of one month after the date on which they appear before the committee, but in the event of the controller's pension circular authorising their discharge, etc., being received at regimental head-quarters before the expiry of the month, they are to be struck off from the date of its receipt. In Bombay the men will be struck off the strength on the date of receipt of the pensions circulars issued twice a month by the controller of military accounts. In Bengal and Punjab men whose claim to

pension may be doubtful are not to be struck off, although passed by the committee until receipt of orders from divisional head-quarters.

A. R. I.,
Vol. I.,
1005 & 1007.

145. *What extra pension do members of the "Order of British India" and of the "Indian Order of Merit" get?*

They carry with them on their transfer to the pension establishment, the allowances to which they may be entitled by those 'Orders' at the time of transfer. (See paras. 57 & 59.)

Do.
1031
& I. A. O.,
89 of 1904.

146. *Does service in the police count as service towards pension in the army?*

Service in the civil police does not count, but native officers and soldiers of the Burma battalions and also of the reconstituted regiments are entitled to count former service in the Burma military police battalions, and in the army, towards service for good conduct pay and pension.

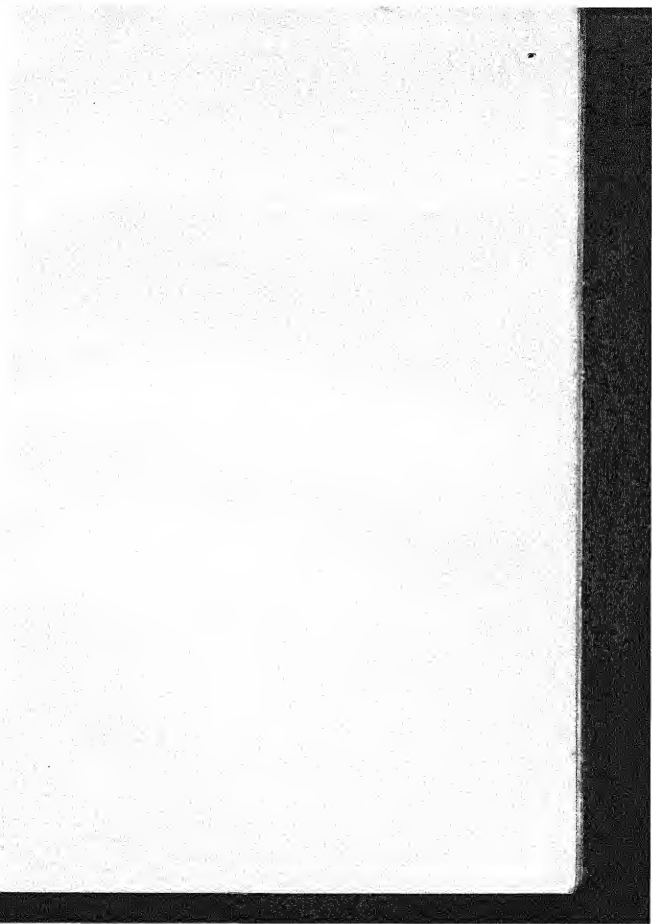
147. *Does the time passed as patient in a lunatic asylum count as service towards pension?*

No.

Do.
1031.

148. *May a soldier who re-enlists after discharge be allowed to reckon his former service towards good conduct pay and pension?*

A soldier who re-enlists after having been invalided, or discharged with gratuity, or otherwise, may, after three years' service, within which he must not have been convicted by court-martial, or have received 2 red ink entries in his defaulter sheet, be recommended by his commanding officer to be allowed to reckon his former service towards good conduct pay and pension, provided that, in the case of pension, on re-enlistment he declared his former service and the cause of his discharge, and refunded in full at any time after re-enlistment, any gratuity he may have received on discharge; in the case of good conduct pay, past service can only be allowed to count after the amount of gratuity has been refunded and will then take effect from the date of completing three years approved service after re-enlistment. Men who re-enlist after having been discharged on public grounds, such as the





mustering out of their regiment, etc., and who desire to count their previous service towards good conduct pay and pension, must refund any bonus as well as gratuity they may have received on their discharge, and may count their previous service towards good conduct pay immediately on re-enlistment, but they need not refund either the gratuity or bonus if they do not desire to count their previous service towards good conduct pay and pension.

149. *What service are men who enter the regular army after having served in local corps and irregular forces allowed to count?*

A. R. I.,
Vol. I,
1032 (i).

They are only allowed to count half the period of such service towards pension, without fulfilling any of the conditions laid down in the above para.

150. *Under what circumstances are deserters permitted to reckon their former service?*

Do.
1031 (ii).

A soldier, who, on conviction of desertion from the army, is sentenced to a punishment not involving dismissal from the service, may after five years' subsequent exemplary service be recommended by his commanding officer to be allowed to reckon his former service towards good conduct pay and pension.

151. *Is an advance of pension ever permitted to men on being first pensioned?*

A. R. I.,
Vol. III,
113
& I. A. C.,
cl. 41 of
1900.

Yes, an advance of six months' pension in Punjab and Bengal, and three months in Bombay is authorized to be made to men who may be invalided, on the pension rolls being completed and returned to the corps, and also to men retiring after completion of service for pension. In locally recruited Madras regiments one month's advance of pension is authorized to those men who, after being invalided, are struck off the strength of their corps before receipt of the pension circular, etc., sanctioning their pensions.

152. *How is a wound pension determined?*

A. R. I.,
Vol. I,
1052.

According to the degree of injury received, the rank actually held and the period of service completed on date of being wounded, though the rank may have been held for less than three years,

A. R. I.,
Vol. I,
1052.

153. *What are the rates of wound pensions granted to commissioned officers?*

Per mensem.

RS. A. P.

Risaldar-major, subadar-major, subadar, re-				
saldar and ressaidar	25	0 0
Jemadar	12	0 0

Reserve
Regulations,
40.

154. *To what pension are men of the active reserve entitled, and after how many years?*

All men of the active reserve become entitled, without appearing before a medical board, to pension on completing a total colour and reserve service of 25 years at the following rate:—*viz.*, infantry of all ranks, Rs. 3 per mensem.

A. R. I.,
Vol. I,
1045
&
I. A. O.,
275
1907.

155. *At what rate are gratuities granted, and to whom?*

Gratuities are granted to short service men, not entitled to invalid pension, who may be discharged as physically unfit for further service, as under:—

(a) Above 5 years and under 10 years' service,—a gratuity of three months' pay of rank, including good conduct or good service pay.

(b) Above 10 years and under 15 years' service,—a gratuity of six months' pay of rank, including good conduct or good service pay.

Do,
1038 & 1047.

156. *Mention the cases in which only three-fourths of the above gratuities are sanctioned?*

In the cases of men who have not completed 15 years' service and who are invalided in consequence of disorders brought on themselves by indulgence in drugs or drink, or are discharged on account of insanity brought on by such indulgence.

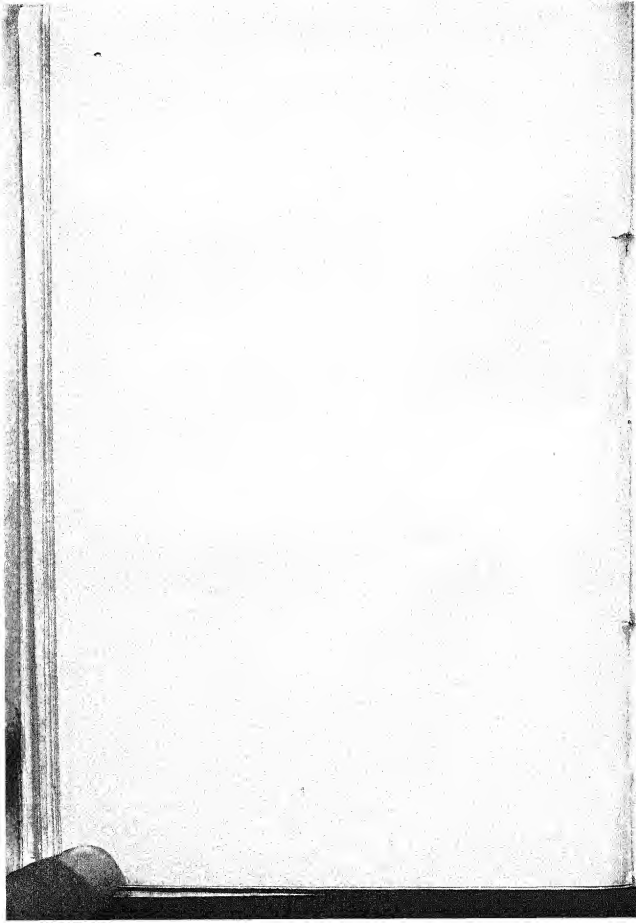
157. *What is it necessary to enter in the remarks' column of proceedings of Medical invaliding committees for locally enlisted Madras troops?*

Whether the man proposed to be discharged is capable of performing the duties of watchman, peon, gate-keeper, etc., and also whether he is recommended for the full pension, or gratuity of his rank and service.

158. *Should this remark be entered in the recommendation rolls for pension?*

Yes, the commanding officer will enter a similar remark.





b (iii)—SYSTEM OF ACCOUNTS.

I.—REGIMENTAL.

159. *Who is the paymaster of a regiment, and for what is he responsible?*

A. R. I.,
Vol. III,
Definitions.

The officer commanding a regiment or detached half battalion;—he is personally responsible for the accounts and finances of the same in every particular.

160. *Who supplies cash to commanding officers for the payment of their men, and on what is the yearly amount based?*

Do.
39.

The controller of the circle is supplied by commanding officers on the 1st January in each year with an estimate (I.A.F.A213) of their cash requirements during the ensuing official year, (i.e. from 1st April to 31st March), showing the amount for each month and the treasury on which the assignments are required. They will receive from the controller in the month of March an annual assignment of cash for each month of the ensuing official year on the treasury nearest to their respective stations, or, if more convenient, on the nearest military treasure chest.

161. *How is the pay drawn every month?*

A. R. I.,
Vol. III,
39.

The sum assigned by the controller will be drawn against by the commanding officer exclusively by cheques, for which purpose cheque-books will be supplied by the controller of military accounts. These books should be kept by the commanding officer under lock and key.

162. *Should the commanding officer require more money than is at his credit, what will he do?*

Do.
38.

Apply to the controller for a supplementary assignment, stating the amount that will be actually required, and explaining the circumstances which render it necessary.

163. *In cases of unforeseen emergency which will not admit of the delay involved in applying to the controller, how is the money to be obtained?*

Do

The commanding officer may obtain the required credit on the civil treasury on the authority of a station order; but he should report the circumstance to the controller on the day the order is issued.

A. R. I.,
Vol. III,
38.

164. *How is the amount obtained on the authority of a station order to be drawn?*

This amount will be added to the annual assignment of the commanding officer concerned, and be drawn against by cheques only.

Do.
39.

165. *What is done with the credit balance (if any) in the treasury on the 31st March?*

This will lapse to Government, except as regards cheques drawn before, but paid after the end of the official year, the amounts of which will be taken against the balance of the assignment of the year in which the cheques were drawn.

Do.

166. *How are commanding officers to keep a correct record of their public accounts?*

Every transaction connected with the public accounts must be regularly entered in a general account book and ledger.

Do.
209.

167. *How, and when are the accounts made up?*

The accounts of all funds, whether public or regimental, should be made up and balanced, half-yearly in the months of April and October. A committee of which the president must be a British officer, will count the cash in the treasure chest and see that it agrees with the amounts shown in the several account books.

168. *Who is responsible for the recovery and credit to Government of all demands against officers and men? Instance a few of these.*

The commanding officer is responsible for the recovery of all demands, such as advances received by officers from the India office, cost of rations supplied on field or foreign service, table money, etc., and will give credit for the amounts when due, under the proper heads in the general state of accounts.

Do.
78.

169. *What must the first pay drawn in any pay list or bill, for any person, be supported by?*

By a last pay certificate from the officer by whom he was last paid.



170. *How does an officer on duty or leave from Burma draw his pay, if residing anywhere in Southern India?*

A. R. I.,
Vol. III,

He is to be furnished by his commanding officer with a last pay certificate and will be paid whilst at the presidency by the pay examiner.

171. *How are advances, authorised by regulation, drawn? Mention a few.*

Do.
40-42,
208 & 210.

All advances authorised by regulation for specific purposes, viz., the building or repairs of lines, purchase of band instruments, equipment of cavalry recruits, or for issue to recruiting parties, etc., should, on receipt of sanction, be drawn by cheque as required, to meet current expenditure on these accounts.

172. *Where are these cheques to be entered?*

Do.

In the general state, and in the margin of the general state should be shown, opposite the cheque drawn, the specific purpose for which drawn and the authority for the drawing. The sums so drawn are to be charged off under the head "advances repayable," and will not therefore affect the balance of the general state.

173. *By whom are the monthly rolls and pay abstracts of squadrons and double-companies to be prepared?*

Do.
205.

By the squadron and double-company commanders.

174. *By whom is the staff roll and general state of accounts to be prepared?*

Do.

By the adjutant under the commanding officer's instructions.

175. *How are the monthly rolls and general state of accounts disposed of?*

Do.

The staff, squadron and double-company rolls should be delivered to the adjutant, and the general state of accounts is to be completed under the commanding officer's instructions, and the whole of the monthly rolls and pay abstracts with all necessary vouchers sent to the pay examiner with the least possible delay, i.e., on or before the 6th of month.

A. R. I.,
Vol. III,
40-42,
208 & 210.

176. *How are these documents disposed of in the case of detachments of a corps absent from head-quarters?*

These documents are sent to regimental head-quarters between 25th of the month and the 1st proximo.

Do. 177. *How are absentees (officers) shown and accounted for?*

All absences of officers except on casual, temporary or privilege leave, or from sickness or other causes, must be strictly accounted for; any extension of the first leave and the authority for the leave must be shown. A copy of the order granting leave must invariably be furnished. The date of leaving the station and of returning thereto from leave or duty of any kind should invariably be stated.

Do. 205. 178. *How is the pay of men absent on furlough or command drawn?*

Their pay may be drawn and remitted to them monthly by commanding officers. Those whose homes are in foreign territory may receive, before quitting their regiments, advances equivalent to one-third of the pay that will accrue to them during leave. In Madras, should the men prefer it, their pay may be disbursed to them, in arrears, on their return to duty.

Do. 46. 179. *How is the pay remitted to men absent on furlough, etc.?*

The remittee will have the option of claiming remittance by postal money-order if he should so desire. The charge for the money-order commission will be borne by the men themselves; otherwise remittance transfer receipts will be sent monthly direct to the payees, and descriptive rolls of the payees, duly filled in and signed, to the treasury officers concerned, with a separate form of acknowledgment for each payee, which will be returned after being signed by them for the satisfaction of the remitters.

In *Bombay* transfer receipts are sent as above, or if thought desirable, the covers can be addressed to the payees, to the care of the officers in charge of the several treasuries concerned, in which case advice of the despatch of the remittance should be sent to the payee by the same post.



A. R. I.,
Vol. III,
40-42,
208 & 210.

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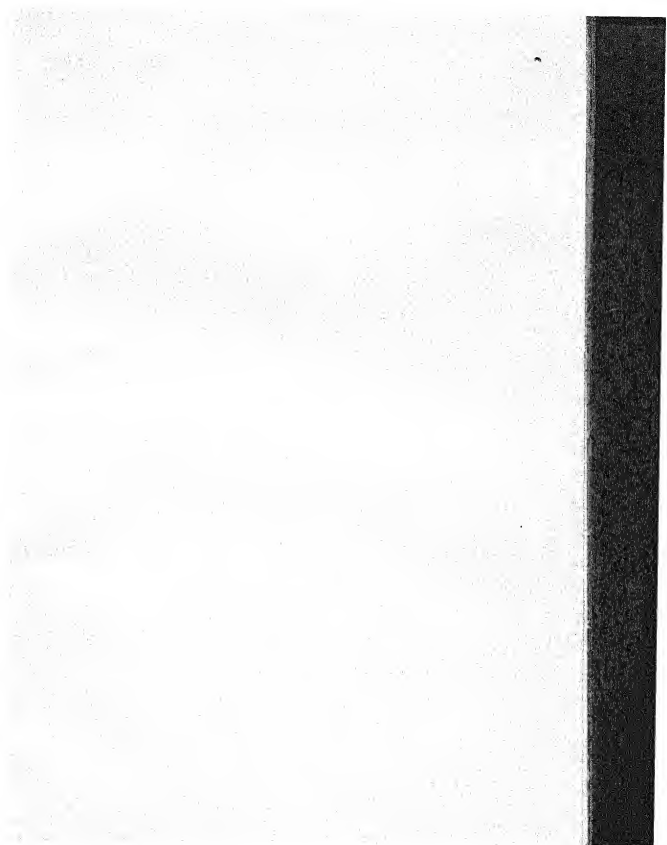
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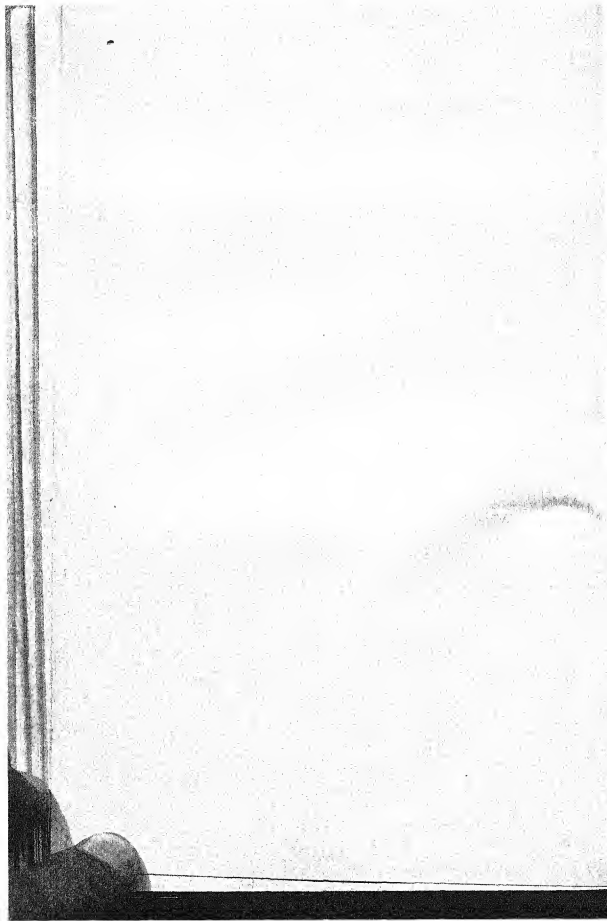
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180. *When are men transferred from one half squadron or company to another to be struck off their former half squadron or company?*

They are to be struck off with effect from the first of the month in which they are transferred.

181. *Where are the names of men transferred from one squadron or double-company to another to be entered?*

In the non-effective list of the squadron or double-company from which they are transferred.

182. *How are the names of men promoted, entered in the first monthly roll after their promotion?*

A. R. I.,
Vol. III.

They must be entered both in their original grade and in the grade to which they have been promoted. Thus a private promoted to naik on the 15th of a month of 31 days, will be returned as a private for 14 days and as a naik for 17 days.

183. *If a non-commissioned officer is reduced, from what date does he come on private's pay?*

He comes on private's pay on the day on which the president of the court-martial signs the proceedings, and his successor is entitled to the pay of a non-commissioned officer for that day. The entries in the monthly rolls must be made accordingly.

184. *What should be specially noted with regard to the entering of names of native followers month by month?*

Special care should be taken that the names are entered in the same order and spelt in the same way. This is necessary to enable the audit department to check claims to pension.

185. *How, and when are the pay lists and general state of accounts to be forwarded?*

Do,
205.

They are to be forwarded by parcel post immediately after the sixth of the month addressed to the pay examiner.

186. *How, and when is the total amount credited as disbursed, and the total amount debited as received, to be entered in the general state of accounts?*

Do.

These amounts are to be entered in the hand-writing of the officer commanding the regiment in the declaration to the pay list, *in words*, at length and without erasure.

Regtl. Accts.
N. Infy.
1901, Sect. I.

187. *On receipt of funds for pay of the corps, to whom is the amount given over in the first instance, and how distributed to the men?*

The commanding officer will cause the amount to be issued to squadron and double-company commanders and to the staff, to be disbursed on their responsibility to the several persons entitled thereto. The sums received by squadron and double-company commanders will be disbursed to the men on their responsibility, and they will satisfy themselves that every soldier receives the pay and allowances to which he is entitled. In Madras and Bombay pay is disbursed in the presence of either the squadron or double-company commander, or their squadron or double-company officer.

Do. 188. *How is the pay of European officers disbursed?*

The pay and allowances of European officers will be disbursed by the commanding or other officer specially nominated by him for the duty, (usually the adjutant), who must obtain from each officer an acknowledgment, to which must be attached a receipt stamp if payment exceeds Rs. 20.

Do. 189. *May an officer leave his pay, etc., in the hands of the commanding officer after pay day?*

No,—and deposits of private money in the treasure chest being unauthorised, any officer who so leaves his pay and allowances in the hands of the commanding officer (i.e., in the chest) after that date, will not, in the event of loss, have any claim upon Government.

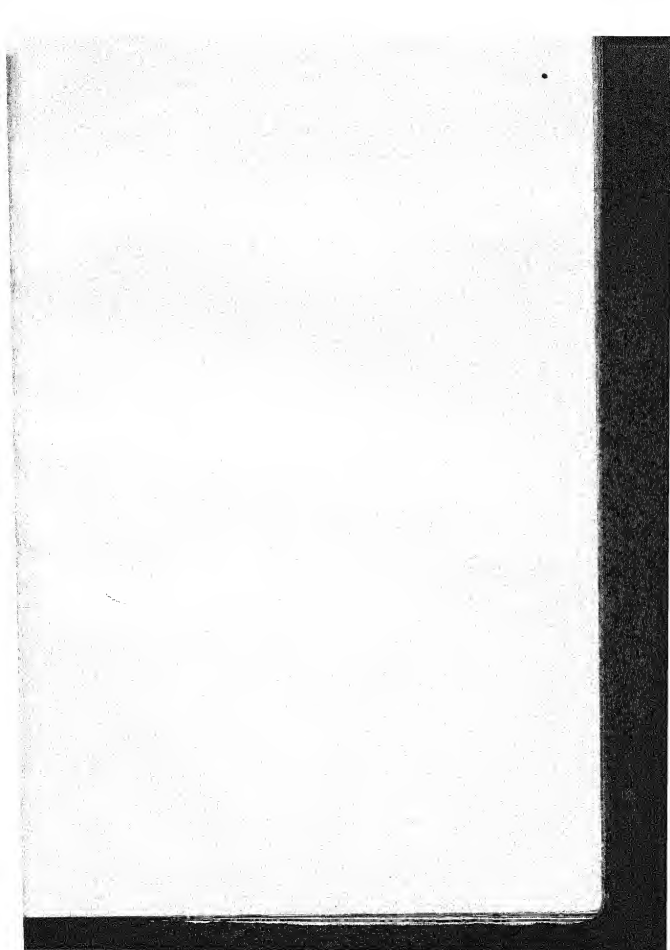
Do. 190. *By whom, and when, are the acquittance rolls of troops and companies, etc., signed?*

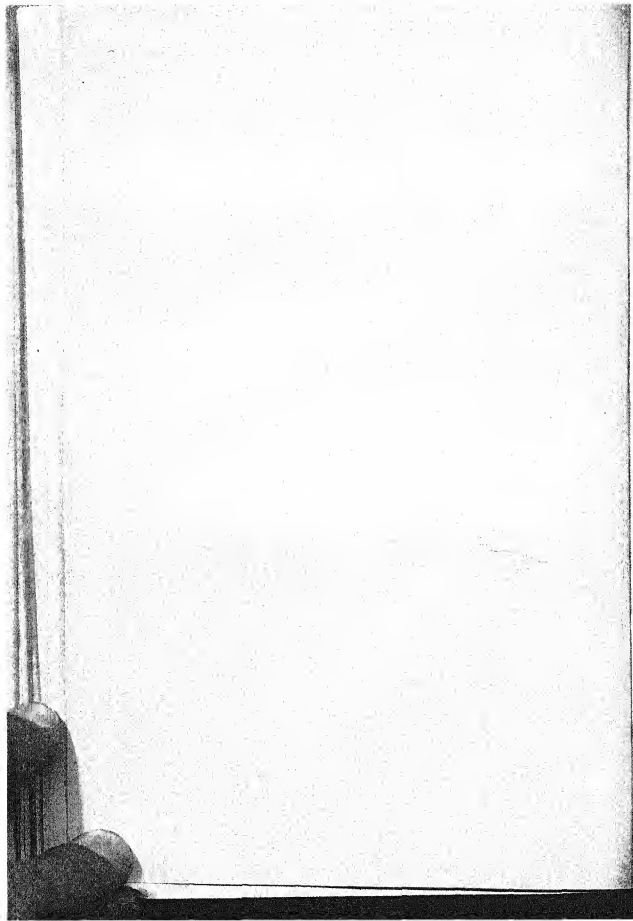
They must be signed at the time of payment by every individual to whom pay is issued, and after being countersigned by the paying officer in proof of correctness, should be submitted to the commanding officer and eventually filed. A receipt stamp must be attached to the acknowledgment of each native officer and hospital assistant, etc., if the amount paid exceeds Rs. 20.

A. R. I.,
Vol. XI,
139.

191. *In the event of a sepoy dying, etc., before he has completed two years' service, how is his kit disposed of?*

The kit of a recruit does not become his property until he is passed into the ranks as an efficient soldier.





and has completed two years' service. In case, therefore, of his death, etc., before that time, it will be sold, and the proceeds credited to Government in the general state of the corps concerned.

192. *How is compensation for dearness of provisions drawn?*

C. M. A.
Circular
No. 78 of
5-4-02.

This is charged in squadron, double-company and staff pay abstracts, and certificates showing the bazaar price of the sort usually consumed by persons in the same class of life as the sepoys during the month, are provided by the civil officers concerned, and the rate is published monthly in divisional orders.

193. *How is the regimental treasure chest worked?*

Regtl. Accts.
N. Infy.
1901, Sect. I.

On the consolidated system, i.e., the chest is regarded as a bank with the quarter-master as manager and the subadar-major, or other N. O. as the cashier.

Do.

194. *Who composes the treasure chest committee?*

Two British officers and the subadar-major (or other selected N. O.).

195. *What are their duties?*

Do.

(a) To compare the treasure chest cash book balance with actual cash, at *uncertain* periods, and not less often than once a month.

(b) To scrutinise periodically the cheque and pass-books of the banks or agents with which the regiment has transactions.

(c) To prepare the monthly statement of balances (Form A). In this duty they will be assisted by the Accounts officer (Qr.-Mr.).

196. *How is money paid into or out of the treasure chest?*

Do.

Entirely by cheque (I.A.F.A176 & A177). Payment cheques in black, deposit cheques in red.

197. *Who keeps the keys of the chest?*

Do.

The cashier, at all times, and he alone is authorised to cash cheques, etc.

II.—DOUBLE-COMPANY.

Regtl. Accts.
N. Infy.
1901,
Sect. III.

198. *What pay books and forms are kept by double-company commanders?*

Company acquittance roll.

Company cash account.

Half-mounting.

(Indent for necessities.
Monthly check sheets.
Individual account.
Company account.
Double-company account with
Quarter-master.

Do. 199. *Describe the company acquittance roll (Form H).*

This is kept in the vernacular, but names may also be entered in English if desired. Every transaction affecting the pay of native ranks must be entered in this roll, and before pay is disbursed the items should be all clearly read out to each man concerned. Every individual whose name appears in the roll will sign, or seal in the last column.

Do. 200. *Describe the company cash account (Form J).*

In this account is entered all pay not issued on pay day and also all receipts and payments on account of the company during the month.

The account is closed monthly and all unadjusted items are entered in a balance-sheet in full detail.

Do. 201. *How are the half-mounting monthly check sheets (Form L) kept?*

These are kept in vernacular by company pay havildars, being filled in from the half-mounting indents on the date the articles are received from the quarter-master's stores.

Do. 202. *What is the half-mounting individual accounts (Form P)?*

This is compiled (in vernacular) from the monthly check sheets by company pay havildars on the Ledger form given in the sheet rolls. The account is totalled yearly and checked with the half-mounting company account (Form M).





203. *Describe the half-mounting company account (Form M).* Regtl. Accts.
N. Infy.
1901,
Sect. III.

This account is kept in English by double-company writers. It is made up from half-mounting vernacular check sheets and checked with the vernacular *individual account*. At the end of the year it must be closed and totalled and compared with the double-company accounts with the quarter-master (Form N), with which it must agree.

204. *What is the half-mounting double-company account with quarter-master (Form N)?* Do.

This is a simple debit and credit account between double-company commander and quarter-master. It is made up (in English) from the *indents* and totalled monthly. The double-company will be debited with the value of all articles issued, and credited with all money paid to the quarter-master.

205. *What other books have to be kept up in each squadron or double-company?* A. R. I.,
Vol. III,
714.

- (i) Vernacular order book.
- (ii) Sheet rolls (I.A.F.K1155).
- (iii) Register of furloughs of privates (I.A.F.L1183).
- (iv) Register of horses (I.A.F.Z2147).

b (iv)—DEDUCTION FROM THE MEN'S PAY.

206. *What deductions are authorized from the pay of the men for half-mounting?* A. R. I.,
Vol. II.,
583.

The amount of deductions on account of half-mounting is not to exceed one rupee per man per mensem for soldiers of under three years' service, or five rupees per man per annum for soldiers of longer service. When it becomes necessary to exceed these sums the previous sanction of the G. O. C. Division is to be obtained.

207. *What is the cart fund?*

The cart fund is a fund to assist in defraying the expenses attending the hire of carts from one station to another in course of relief.

208. *What stoppages are made on account of cart fund in Madras?*

The rate of monthly stoppages from each rank is determined regimentally; but it is quite optional for the men to join the fund or not.

209. *When do the stoppages commence in India and on foreign service?*

The stoppages commence as soon after the arrival of a regiment at its new station as the officer commanding may find desirable. The stoppages from regiments on foreign service commence after they have been a year and a-half abroad, to pay for the carriage of their families to regimental head-quarters on return to India. (The above is only applicable to the locally recruited Madras regiments.)

L. A. W.,
189.

210. *To what extent are stoppages awardable by court-martial?*

Stoppages to the extent of one-half of the offender's pay and allowances. These stoppages shall not be awarded so as to extend beyond one year.

A. R. I.,
Vol. I.

211. *To what extent are stoppages other than the above effected?*

Stoppages from all ranks other than the above, on account of retrenchments, pay overdrawn, losses or damages, etc., will be effected from pay and allowances, to the extent of one-third of such pay and allowances for any month.

b (v)—ARMS, AMMUNITION AND EQUIPMENT.

I.—ARMS

A. R. I.,
Vol. II,
840.

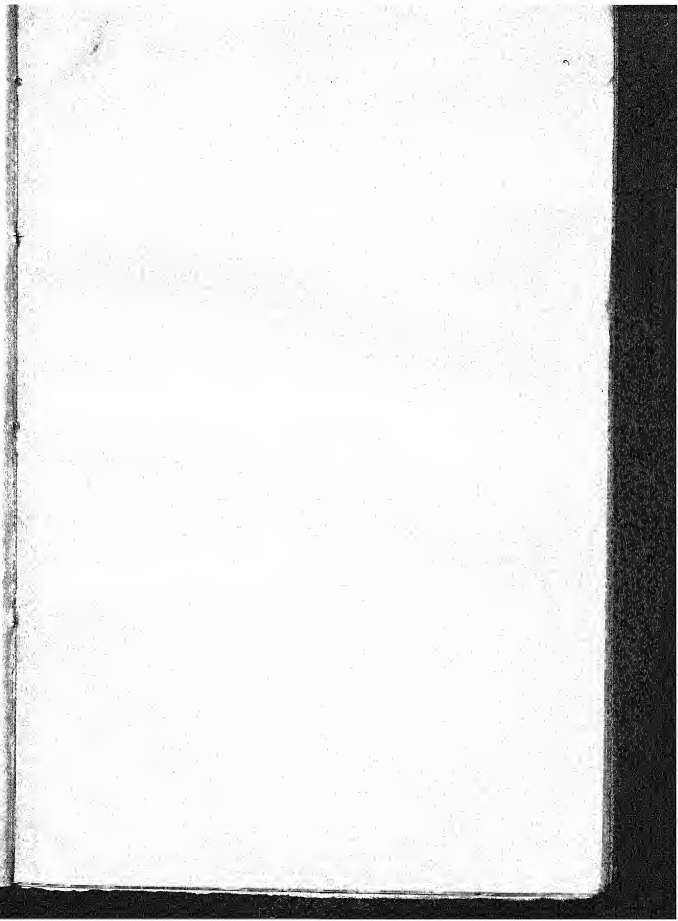
212. *What is done on the first receipt of arms by a corps?*

They are to be examined by regimental boards, but they are not to be rejected for mere blemishes which do not interfere with their efficiency.

Do.
841.

213. *When a rifle is so injured as to affect its shooting, what steps should be taken?*

It should be immediately tested from a rest and a diagram of its practice kept until the assembly of the annual board.





214. *When is the injured arm considered to be unserviceable?*

A. R. I.,
Vol. II,
841.

When the figure of merit exceeds that shown below. Final condemnation however can only be made by a C. C. M. A.* or Superintendent, Rifle Factory, Ishapore.

Description of arm.	Range in yards.	Mean deviation when fired from machine, table or sand bag rest.
		<i>Inches.</i>
303 rifles or carbines	500	12
Webley pistols (from a table rest).	20	Should put 5 out of 6 shots into a 4-inch circle.

215. *How is the annual board on arms composed and when is it held?*

Do
842.

It is composed of the O. C. and two next senior officers of a corps. Time and place will be notified by the S. S. O. One of the board must be present while the examination of the arms by the C. C. M. A. is being carried out.

216. *How are the proceedings of the board disposed of?*

Do.
844.

The proceedings of the board together with the C. C. M. A.'s report (both in original) and requisitions for repair or replacement will be submitted at once to the ordnance officer.

217. *What are the duties of a board on arms?*

Do.
847.

A board on arms will verify the condition of every arm, and if unserviceable, ascertain the cause and determine with whom the responsibility rests.

218. *When in the opinion of the C. C. M. A. the damage or deficiency is chargeable to State or to the corps, what is done?*

Do.

If chargeable to State he must give full reasons—if to corps ditto. In the latter case if the C. O. does not

* Civil Chief Master Armourer.

agree, he will say why in his remarks on the C. C. M. A.'s report, and submit the case to the Brigade or Divisional Commander.

A. R. I.,
Vol. II,
848.

219. *When a firearm is damaged otherwise than by fair wear and tear, what is done?*

It will be tested as explained in para. 213 and the amount of damage assessed as in Appendix XV, Vol. II, or in consultation with the C. C. M. A. and recovered from the corps or individual responsible.

II.—AMMUNITION.

Do.
784 & Army
Tables,
I. A. O.,
668 of 05.

220. *What are the quantities of service and practice small arm ammunition to be borne in regimental charge?*

Service 155, 219 or 240 boxes of 1,100 rounds each (according to strength of regiment).

Practice 150 rounds per man, but only 60,500 rounds to be on charge at one time.

Blank ammunition 100 rounds per man per annum. Forty boxes of blank ammunition at 2,200 each box, and 170 boxes of miniature ammunition at 800 per box should usually be kept on charge at one time.

A. R. I.,
Vol. II,
783.

221. *How is ball (practice) and blank ammunition obtained from the arsenal?*

On requisition accompanied by a similar number of empty-fired cases.

Do.
784
&
I. A. O.,
40 of 03.

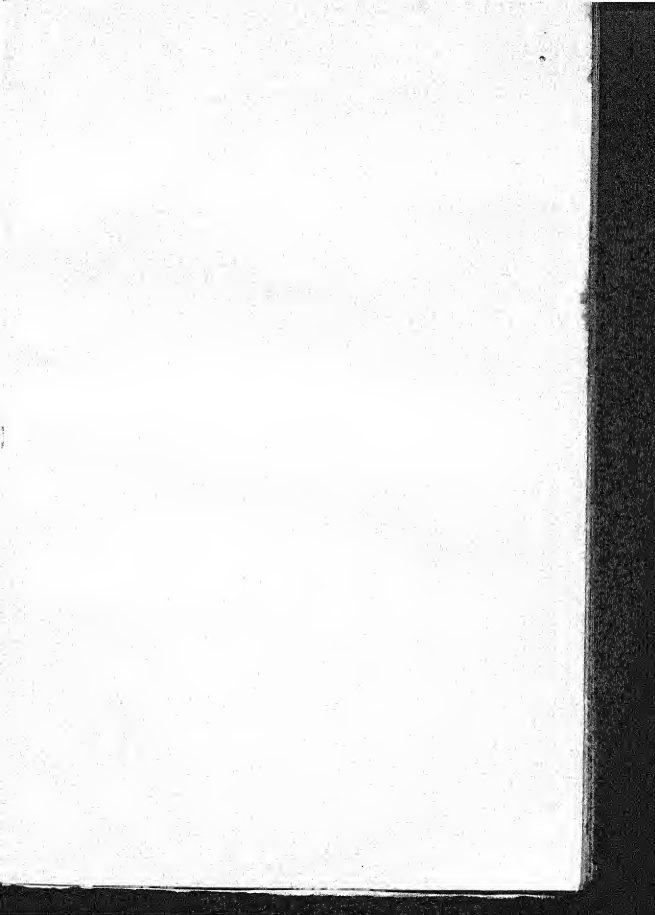
222. *How are detachments and depôts supplied with ammunition?*

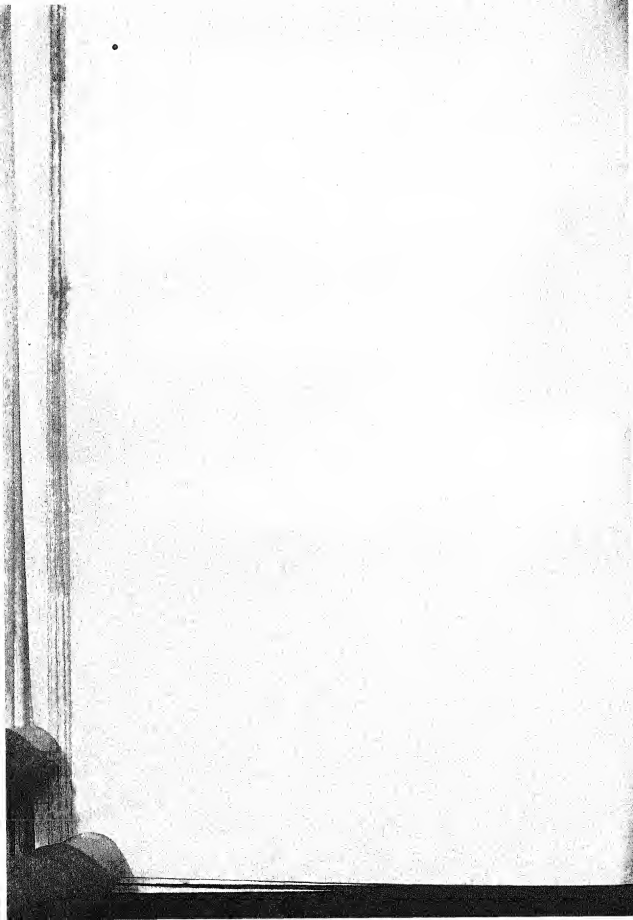
By the O. C. Regiment from his authorised allowance. Detachments at out-stations should at all times be in possession of their full complement of service ammunition.

A. R. I.,
Vol. II,
787
&
I. A. O.,
526 of 1906.

223. *How is ammunition for the practice of reservists drawn?*

From the regiment or depôt quartered at the training station. If desired by the O. C. reserve centre he may obtain from the nearest arsenal an advance of full requirements of practice ammunition for the training of his reservists.





224. *How much ammunition is allowed per regiment on payment (in addition to the annual allowance)?* Equipt. Tables
N. Infy. 1903,
Table IV,
page 38.

Any amount, but 12,100 rounds per battalion are allowed at half-price, on allotment by G. O. C.

225. *What ammunition should be carried in pouches when on guard, in camp, on the march, etc.?* A. R. I.,
Vol. II,
834

In cantonments—on guard, etc.

Cavalry 10 rounds.

Infantry 20 do.

On the march :—

Infantry 40 { In relief between India
and Burma, 20.

Other arms 20.

Lancers 10.

226. *Where is the pouch ammunition of a company or squadron stored at other times?* Do.

Locked in a wooden box containing the requisite number of section boxes, placed in the bell of arms or magazine. The key of the box duly labelled will be hung up in the quarter guard and will only be delivered to an officer. The British officer of the week will have duplicate keys of the bells of arms or magazine. The rapid issue of ammunition should be practised occasionally.

227. *What is the amount of ammunition to be taken in the field with native troops?* F. S. Regs.,
India (1906),
Appx. XII.

Rounds.		
	Car.	Infy.
On the soldier	120	100
With troop or section reserve.	75	97
With regimental reserve	105	103
With ammunition columns	175	175
Ordnance field park	225	225
Total	700	700 per man.

III.—EQUIPMENT.

C. O.
(Madras),
269 of 1897.

228. *How is the turband tied, and what is its cost?**

The turband is to be tied according to regimental pattern; it is not to be stitched or pinned. Cost Rs. 2-4 to Rs. 3-8.

Do.

229. *How is the great-coat carried, and what is its cost?*

In the Punjab, Bengal and Bombay it is to be worn either rolled up in the horse-collar form, and carried over the left shoulder, or else carried on the back in slings. In Madras it should be folded flat and strapped on the man's back with the carpet inside, but when carried alone, it may be worn either in slings or *en banderole* on the right shoulder. Cost of coat, with detachable cape, Rs. 14-13-7, and cost of carpet, Rs. 1-6.

K. R. 2025.

230. *How is the haversack worn, and what is its cost?*

The haversack is to be slung across the right shoulder. The haversack sling (both front and hind strap) will be worn under the waist-belt. The scabbard of the side-arm is to be under the haversack, the top of the latter being in line with the top of the scabbard but not above it. The haversack is not to be worn rolled up. It is to be made of strong khaki drill cloth or canvas. Cost Re. 1 to Rs. 1-12.

C. O.
(Madras),
269 of 1897.

231. *How is the water-tin to be worn, and what is its cost?*

The water-tin (aluminium, covered with khaki or felt) is to be slung across the left shoulder and to rest on the right hip, so as not to interfere with the handling of the rifle. (N.B.—If the top of the neck of the water-bottle is kept in line with the bottom edge of the waist-belt, the position will be found a convenient one for all purposes.) Cost Rs. 2-8 to Rs. 3.

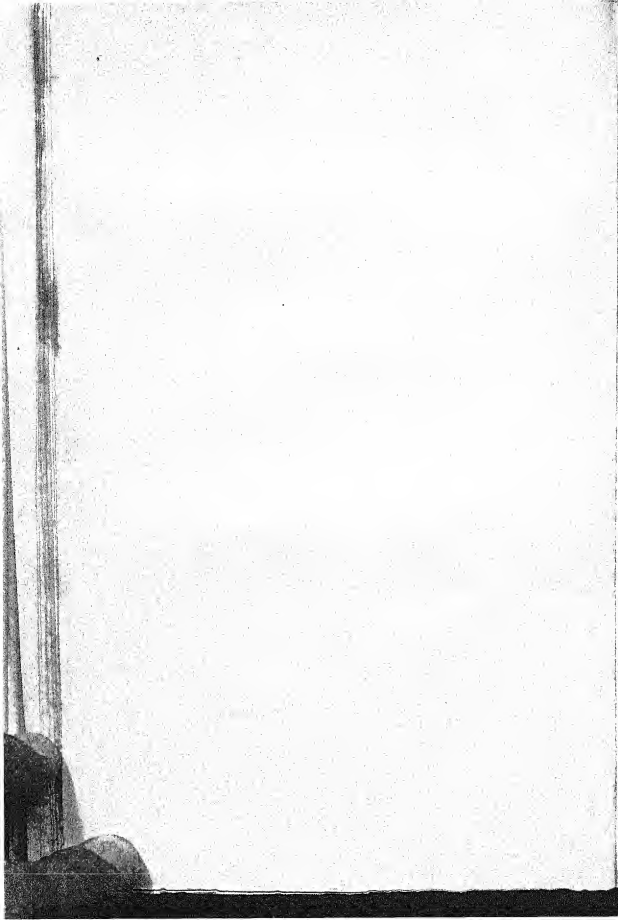
K. R. 2025.

232. *How is the bayonet to be worn?*

The bayonet is to hang on the left hip, and not too far to the front.

* The prices of articles as given in this chapter are those usually paid, but commanding officers are not tied down to any particular price.





233. *How are boots to fit, and what is their cost?*

C. O.
(Madras),
269 of 1897.

The ammunition (ankle) boot of brown leather should fit the foot well and comfortably. The greatest care must be taken that the boots are fully long enough for the wearer. (The best boots obtainable in India are those provided by the Government Boot Factory, Cawnpore.) Cost per pair Rs. 4-8 to Rs. 6-8.

234. *What is contained in the emergency ration tin, and when and how is it carried?*

F. S.
Regs. India
(1906),
Appx. VII.

A ration consisting of either.	{	(1) Chenna Chabena	...	lb.	1
		Gur	...		$\frac{1}{2}$
		(2) Atta	...		1
		Gur	...		$\frac{1}{2}$
		or			
		(B) Biscuits	...		1 $\frac{1}{2}$

It is carried on service and occasionally at field manoeuvres—generally in the haversack.

235. *How is the khaki Blouse to fit? (Punjab, Bengal and Bombay.)*

The khaki blouse should be loose, its skirt should reach to about a span above a man's knee-cap, when wearing the waist-belt. It is to be cut quite plain without standing collar or cuffs, with breast pockets of the same pattern as worn with the khaki jacket of British soldiers; inside each of these pockets there are to be 5 partitional loops made of an extra cloth band which is to be stitched on securely so as to permit of 10 rounds of ammunition being carried separately, 5 in each pocket, and must not be tight round the neck; it is to have shoulder straps; and should be open to about half-way down to the waist-belt, like a shirt.

236. *Describe the khaki blouse as worn by Madras locally enlisted regiments?*

C. O.
(Madras),
619 of 1899.

The blouse must be made to fit loosely, with collar one inch high fastened by a hook and eye; the blouse to open down to the waist with three holes and small brass regimental buttons. Two pockets in front below the waist also one pocket on the inside of the skirt to carry the first field dressing; one small whistle pocket for N.C. O's on left breast; waist strap behind with

2 buttons. Shoulder straps to be 3 inches broad at top of sleeve, and one inch at other end which will be fastened by a hole and brass button; brass buttons to be $\frac{1}{2}$ inch in diameter. The skirt of the blouse to reach to about 8 inches from a man's knee-cap when wearing the waist-belt.

237. *How are the khaki knickerbockers to be made?*

These are to be made loose, but not so baggy as to interfere with the free movement of the legs. The knickerbockers when worn without putties should reach the ankle.

G. O.
(Madras),
269 of 1897.

238. *What is the cost of a suit of khaki (i.e., blouse and knickerbockers)?*

Cost Rs. 4-8.

L. A. O.,
519 of 1905.

239. *What amount does Government allow annually to assist in keeping up the kit of the men, and what is it called?*

The following annual clothing allowance is authorised:—

1	2	3	4	
Branch of the service.	N. O's.	Ranks wearing gold, silver, or silk chevrons or badges of rank.	Other ranks.	Remarks.
	RS.	RS. A.	RS. A.	
Non-silladar cavalry ..	16	18 0	17 0	The rates laid down in cols. 3 and 4 constitute a consolidated clothing allowance in lieu of the old special allowances, etc., and now represent the half-mounting allowance plus additional sums provided for the purchase and upkeep of full dress clothing.
Infantry ..	8	10 0	9 0	
Do. clothed in drab ..	7	11 0	10 0	
Gurkha and Garhwal Rifles; Nepal Escort ..	8	10 8	9 8	
Recruit boys	3 0	



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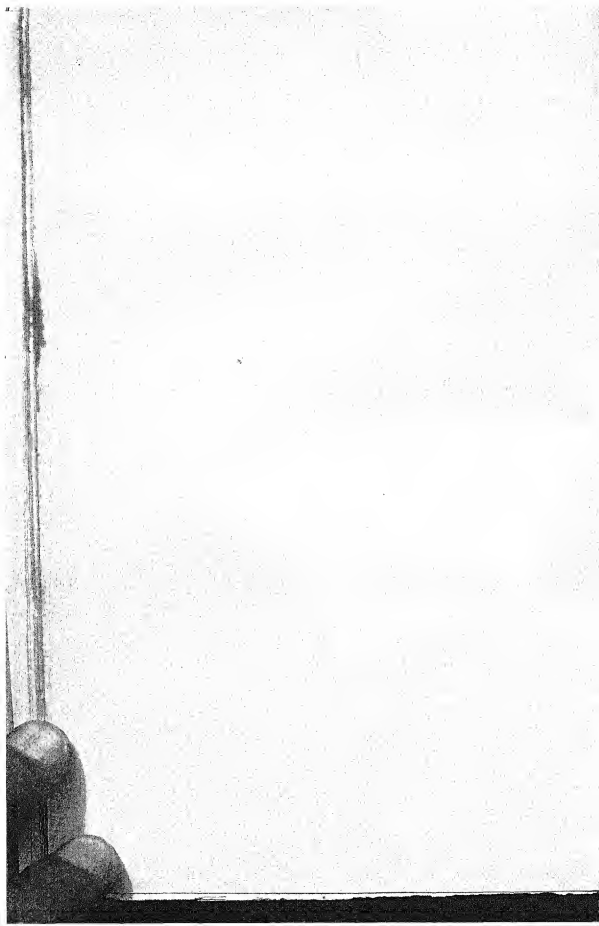
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240. *When does a soldier become entitled to draw this allowance, and how is his half-mounting account kept up prior to this?* I. A. O., 556 of 1906

After 12 months' service. On enlistment as a recruit he gets Rs. 60 from Government called kit-money, for the purchase of a kit, and this amount is credited, in the first instance, in his half-mounting account. The articles purchased for him from this money do not become his own property until he has passed in to the ranks, as an efficient soldier, and completed 2 years' service. Re-enlisted men are also entitled to kit-money.

N.B.—The actual cost of a complete kit is about Rs. 72.

b (vi)—CLOTHING AND NECESSARIES.

241. *What is done immediately on receipt by corps of a supply of clothing?* A. R. I., * Vol. XI, 193.

A board of survey composed of the three senior officers present, the commanding officer excepted, will assemble to examine and ascertain whether the articles exactly correspond with the indent and packing memoranda. The board will duly inspect every box, bale or case before opening it, and note in its proceedings any appearance of its having been tampered with or opened in transit, etc. If from any reason a board of 3 officers cannot be immediately assembled, and it cannot be completed by native officers of the regiment, the officer receiving the stores should apply to the station authorities to complete the board from officers serving with other troops, and failing this will himself constitute the board.

Do.
194.

242. *If any portion of the contents of a package be found damaged, what is done?* Do.
200 and 201.

Such portion only as is found to be damaged, will be condemned, all serviceable parts or portions of clothing or material being carefully separated and brought into use. Garments and materials are not to be rejected on account of trivial defects and blemishes which do not affect the wearing quality and appearance of the article.

243. *How is the board to know whether the contents are of proper material and pattern, etc.?* Do.
202.

Sealed patterns of each article accompany the regular supply for the purpose of comparison. These are

to be carefully preserved in the regimental stores so as not to become soiled or otherwise rendered unfit for issue.

A. R. I.,*
Vol. XI,
203.

244. *Should the board be of opinion that the clothing received is correct in all particulars, what is done?*

A copy of their report is sent to the superintendent of army clothing.

Do.
204.

245. *What is done in cases where the superintendent, army clothing, differs from the opinion of the regimental board?*

It will be open to the officer commanding the regiment to apply to the officer commanding the station to assemble a special board of survey, a copy of whose proceedings shall also be sent to the superintendent, army clothing.

Do.

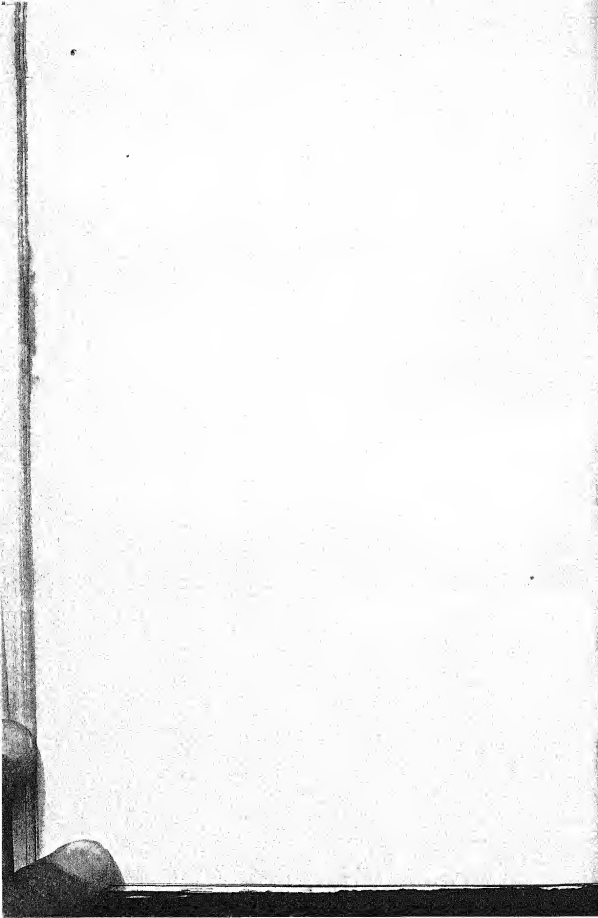
246. *How is this board to be composed?*

Of officers entirely unconnected with the corps for which the clothing is intended.

Do.
85.

247. *How are losses to the State arising from the issue of misfitting garments from the army clothing factory dealt with?*

- (i) In cases where misfitting garments cannot be rectified and are returned as useless and when the value thereof does not exceed Rs. 100, the superintendent, army clothing, will decide what action should be taken in the matter.
- (ii) When the value of misfits exceeds Rs. 100, the case should be reported direct to the director-general of supply and transport, who will pass such orders as he may consider needed.
- (iii) When the value exceeds Rs. 500, the case will be submitted by the Director-general of supply and transport, through the controller of military accounts, for the orders of Government.



248. *What is the amount allowed for altering and fitting coats, jackets and tunics, and how is it charged?*

A. R. I.,*
Vol. XI,
85.

Rs. 12-8 in Bengal and Punjab. Rs. 6 in Bombay, and Rs. 5 in Madras, for every hundred men; the cost to be charged in pay lists supported by the receipt of the person by whom the work was performed and to whom payment was made.

249. *Is any charge ever made to the native soldier for fitting his clothing?*

Do
78.

No.

250. *When zouave jackets, alkalis, coats or tunics are supplied without the buttons sewn on them, what allowance will be given?*

Do
77.

Three rupees for every hundred men.

251. *Who are sashes issued for—of what material are they made, and how long are they supposed to last?*

Do.
131.

Sashes are issued as under:—

Silk for drum and bugle-majors;

Worsted for havildars and file-majors.

They will not be renewed until they have served the prescribed period of four years.

252. *Are renewals to be made as a matter of course after 4 years?*

No, it is to be distinctly understood that renewals will only be made after the articles have been condemned by a board of survey, as being unserviceable and unfit for further use after having served the prescribed period.

253. *Are men pensioned, etc., allowed to take their sashes with them, and may havildars retain their condemned sashes?*

Do.

Sashes are on no occasion to be taken away by men quitting their corps—condemned sashes may, however, be retained by havildars.

Field Service
Regs.,
India,
App x. VIII.

254. *When is compensation in lieu of boots granted?*

Compensation in lieu of a pair of boots at Rs. 2-8 per man will be granted to men proceeding on active service. Commanding officers will be held responsible that the amount is applied to the purchase of an extra pair of boots.

Do.

255. *How are renewals of worn-out boots made when on service?*

After sanction by the general or other officer commanding, renewals will be made by the supply and transport department, free of cost.

A. R. I.,
Vol. XI.

256. *What scale of clothing is allowed to ward orderlies?*

The same scale as for privates.

257. *How is hospital assistants' uniform supplied and paid for?*

Senior hospital assistants and hospital assistants in military employ are provided with uniform at their own expense, the cost of the first supply being recovered from their pay by twelve monthly instalments, or less if desired.

A. R. I.,
Vol. VII,
page 107.
(I. A. C., cl.
10 of 1902.)

258. *What does the above uniform consist of?*

Tunic—(for senior hospital assistants only)—of dark blue cloth.

Patrol jacket—for hospital assistants—ditto.

Trousers (dark blue cloth). Great-coat.

Lungi—dark blue cotton with Boots.

gold, etc.

Kullah—scarlet.

Shoes.

Sword and scabbard. Belt.

Pouchbelt and pouch.

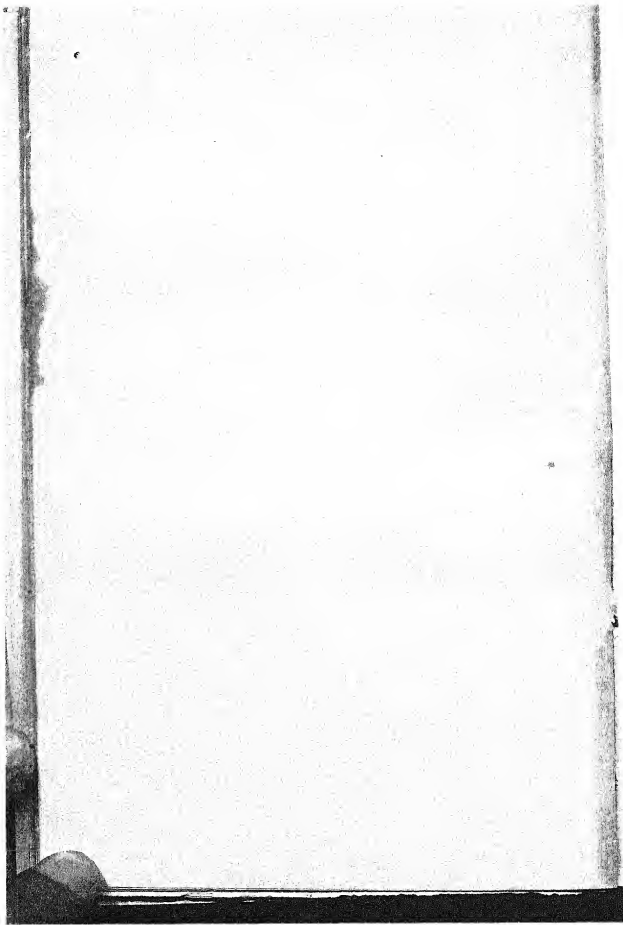
Cap—dark blue cloth (for Eurasians).

Breeches and gaiters (if doing duty with a mounted corps).

Patrol jacket (khaki drill).

Trousers (do.).

Sam Browne scabbard and belts.



259. *How is part-worn clothing charged for (i.e., when sold to men)?*

A. R. I.,*
Vol. XI.

This should be charged for at rates varying according to the period it has been in wear. The valuations should be based on their stock-book value, which can be ascertained on application to the examiner of army clothing accounts. This part-worn clothing is issued to recruits who are not entitled to new clothing until the 1st April when new clothing is issued to the regiment.

260. *What is done with the clothing in wear of casualties?*

Do
47 and 115.

The clothing in wear of all casualties of whatever nature which has not been in use for the period for which it was issued, will be returned into store for issue to recruits.

261. *What is done with the clothing in wear of men transferred from one corps to another?*

Do.
108.

It is to be transferred with them if it can be altered to conform with the clothing worn by the corps to which transferred, and new clothing given to recruits entertained in their room, if there be no part-worn clothing available for issue. If it cannot be altered, the clothing should be returned to store for re-issue.

262. *What is done with part-worn surplus clothing not required for issue to recruits?*

Do.
180

This should be sold by public auction and the proceeds credited to Government in the next pay list submitted, supported by the usual account sales. The previous sanction of the superintendent of army clothing for such sales is necessary, and this sanction should be attached to the sale list. Part-worn clothing, whether serviceable or unserviceable, will not be returned to clothing factories.

263. *How often should clothing be inspected by the commanding officer and double-company and squadron commanders?*

A kit inspection for this purpose should be held once a month, or oftener, by the commandant, and fortnightly, or oftener by the double-company and squadron commanders.

A. R. I.,*
Vol. XI,
112.

264. *What articles of clothing, etc., are native officers permitted to retain on retirement?*

Infantry.

Cavalry.

Zouave jacket or tunic.

Alkalik.

Knickerbockers or trousers.

Pantaloon.

Metal badges of rank.

Metal badges of rank.

Spurs.

Reserve
Regts.,
63.

265. *What is done with the cloth or serge clothing of men passing into the reserve?*

It will be left in regimental store for issue to recruits, or for other regimental purposes.

Do.
55 & 56.

266. *What articles is a reserve man entrusted with and required to keep up when at his home and when called up for training?*

1 Great-coat.

1 Puggri.

1 Khaki blouse.

1 Pair putties.

1 Pair khaki pyjamas.

1 Set numerals.

1 Pair shoes or boots.

1 Haversack.

1 Water bottle.

1 Kit bag.

A. R. I.,*
Vol. XI,
136.

267. *What articles of regimental necessities are required to be kept up by native soldiers, and may additional articles be introduced by the O. C. corps?*

These articles are detailed in the tables contained in paras. 276 to 279, 319 to 324, 360 to 363, A. R. I., Vol. XI. The following articles, common to all regiments, have to be kept up, in addition to various minor articles, peculiar to different corps and not enumerated here: -

2 Khaki suits.

1 Water bottle.

2 Pairs boots.

2 Pairs socks.

1 Great-coat and cape,
or 'coat-warm.'

2 Puggri.

1 Blanket.

2 Pairs putties.

1 Kit bag.

1 Emergency ration tin.

1 Haversack.

1 Tin dubbin.

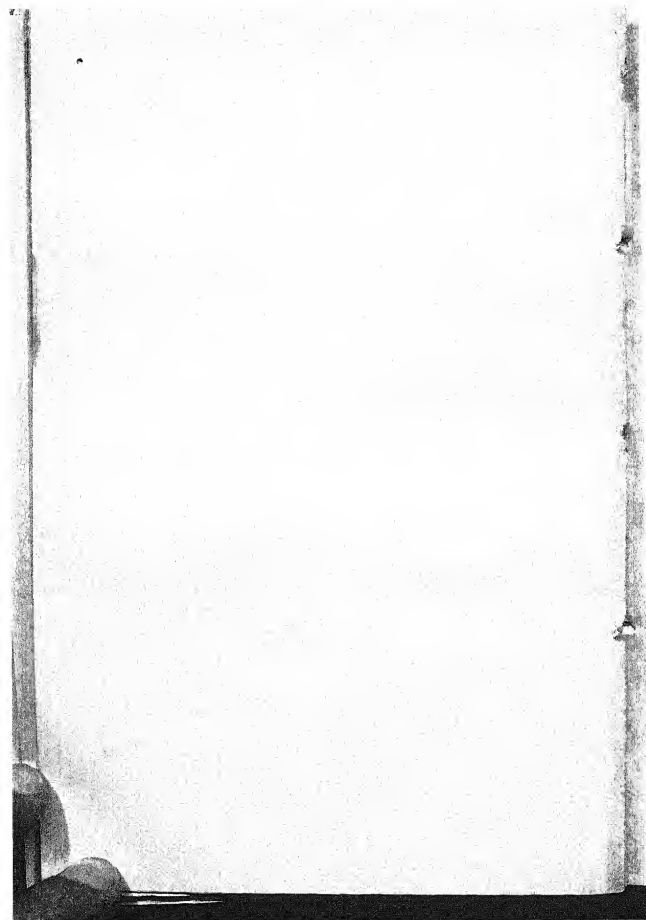
Do.
15.†

No articles of regimental necessities other than those authorized are to be introduced without permission from the G. O. C. Division.

* Edition of 1902.

† Do. of 1904.





268. *Who arranges for the supply of regimental necessities and how are they purchased and at what rates charged to the men?*

A. R. I.,
Vol. XI,
136.

The supply will be carried out by the quartermaster of the regiment. Commanding officers will see that the men are provided with the requisite articles, that they are procured on the most advantageous terms at ready-money prices and are delivered to the men at prime cost, with the addition only of necessary charge for carriage.

269. *How are fresh supplies inspected?*

Do.
142.

By a board composed of the 2nd in command and two senior native officers.

270. *Are all articles to be marked?*

Do.
143 & 42.

Yes, every article capable of receiving a mark will be marked at the expense of the soldier, with the owner's regimental number, the number of the corps and the month and year of issue.

b (vii)—REQUISITIONS AND RETURNS.

271. *What is an indent or requisition?*

A. R. I.,
Vol. II,
177 & 178.

A statement in regulated form, of quantity and quality of stores, etc., applied for, and should be made out in duplicate, excepting when otherwise ordered.

272. *Describe the different kinds of requisitions, i.e., "ordinary," etc.*

Do.

(a) *Ordinary requisitions* are those for stores, etc., provided for by regulation, and therefore requiring no special sanction.

(b) *Emergent requisitions* may be for authorized stores submitted on other than the prescribed dates, or for unauthorized supplies.

When stores are demanded by telegram a requisition on the prescribed form must be submitted by post.

273. *What explanation must accompany all emergent requisitions?*

Do.
181.

A full explanation of the necessity for the demand (through the supplying officer when possible) to the O. C. the station for counter-signature.

A. R. I.,
Vol. II,
178.

274. *What is an "Indenting officer," and what is he responsible for?*

An officer who, in the ordinary course, transmits an indent for authorized stores in authorized quantities, and his requisition will be complied with on his personal responsibility. He will be held liable for the value of over-issues.

Do.

275. *What is a "Countersigning officer?"*

An officer who testifies to the authenticity of the circumstances under which the demands are made, and generally to the necessity of the supplies.

Do.
178 & 179.

276. *For what is the supplying officer responsible?*

That the class of stores demanded is admissible by regulation, and that the amount is correctly calculated in accordance with the data furnished on the requisition. On receipt of an ordinary requisition, the supplying officer will check and correct it, if necessary, and comply with the demand without delay, as far as it is possible to do so.

Do.
178.

277. *By whom are indents signed?*

By indenting officers and not by a subordinate.

Do.
181.

278. *By whom should emergent indents be countersigned?*

By the officer commanding the station.

279. *Do ordinary indents require to be countersigned or sanctioned?*

Indents for supplies or services, the scale of which is laid down by regulation require no further countersignature or sanction whatever.

280. *What should requisitions for articles of equipment specify?*

They should specify the purpose for which the stores are demanded, and the regulations which sanction the supply.

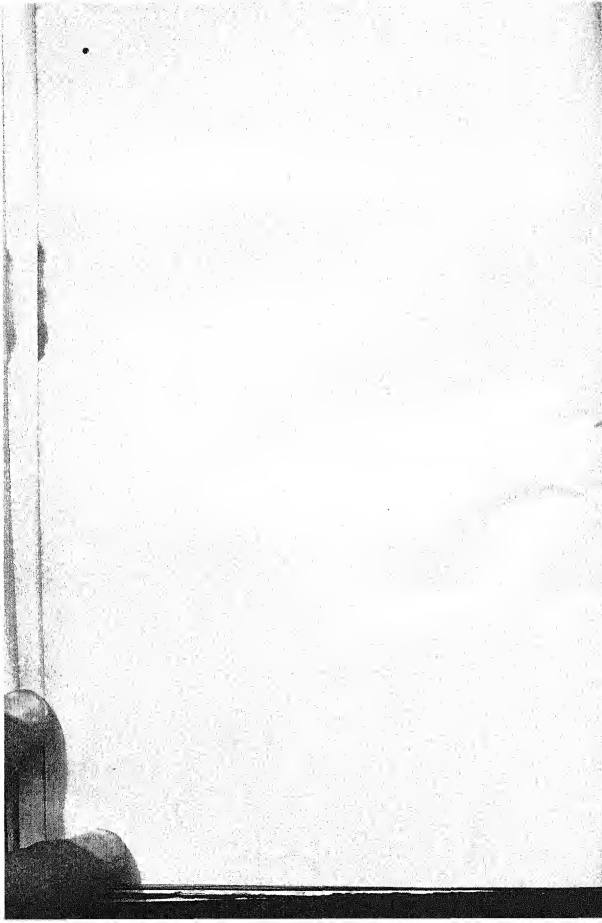
Do.
178.

281. *What information should be given in a requisition?*

(a) The number of serviceable articles in possession.

(b) The number required to be replaced.





- (c) The actual period the articles have been in use.
- (d) The period they are supposed to last.
- (e) The established proportion.

282. *By whom are ordnance requisitions signed and countersigned?*

All requisitions should be signed at the end by the officer making the demand, and countersigned (after check) by the ordnance officer who supplies the stores, as a token of their correctness and as an authority for the issue of the stores.

283. *What should requisitions in the field specify?*

These must clearly show whether the stores demanded are authorized by regulations, or their issue sanctioned by the officer commanding the force.

284. *To whom are requisitions in the field submitted, and what should be attached to them?*

A. R. I.,
Vol. II,
178.

To the ordnance officer in the field accompanied, (where the officer commanding has sanctioned the issue), by a copy of the order authorising the supply.

285. *If owing to unforeseen circumstances articles are required on other than the authorized dates, what is to be done?*

Do.

An emergent requisition may be submitted when the stores are urgently required. It will be submitted with a full explanation of the necessity for the demand. Formerly in such cases the officer making the requisition had to write the word "emergent" in red ink before the word "requisition" in the heading of the form, but in the present form (I. A. F. Z 2091) the heading is printed as follows:—

"Ordinary Payment Emergent"	}	Requisition"
-----------------------------------	---	--------------

and the two words not required are scored out in ink.

286. *On which arsenal do corps moving in relief, submit their demands?*

Do.
Appx. XI.

On the arsenal or dépôt whose circle of supply they are leaving, or upon the one to which they are proceeding, as may be most convenient.

A. R. I.,
Vol. II,
844.

287. *To whom and with what accompaniments are requisitions for small arms, etc., submitted?*

To the Ordnance officer, in duplicate, accompanied by the proceedings of the annual board of survey on arms and a copy of the civil chief master armourer's report (both in original).

Do.
783.

288. *When should requisitions for small arm practice ammunition be submitted?*

At any time, provided sufficient empty cases have accumulated (see para. 221).

Do.
181.

289. *Under what circumstances may emergent requisitions be submitted, and how?*

They should only be submitted in cases of real urgency and must be forwarded, in duplicate, to the officer commanding the station, accompanied by such explanation as the requisitioning officer may have to offer of the causes which prevented the demand being made at the proper time, or the circumstances under which the next period of condemnation cannot be awaited. The officer commanding the station shall countersign and forward the requisition for compliance to the arsenal of supply, or return it to the requisitioning officer for re-submission on the proper date.

Do.
Appx. XI,
169.

290. *Should an emergent requisition contain items not recognised by regulation, or of unauthorised quantities, what must the supplying officer do?*

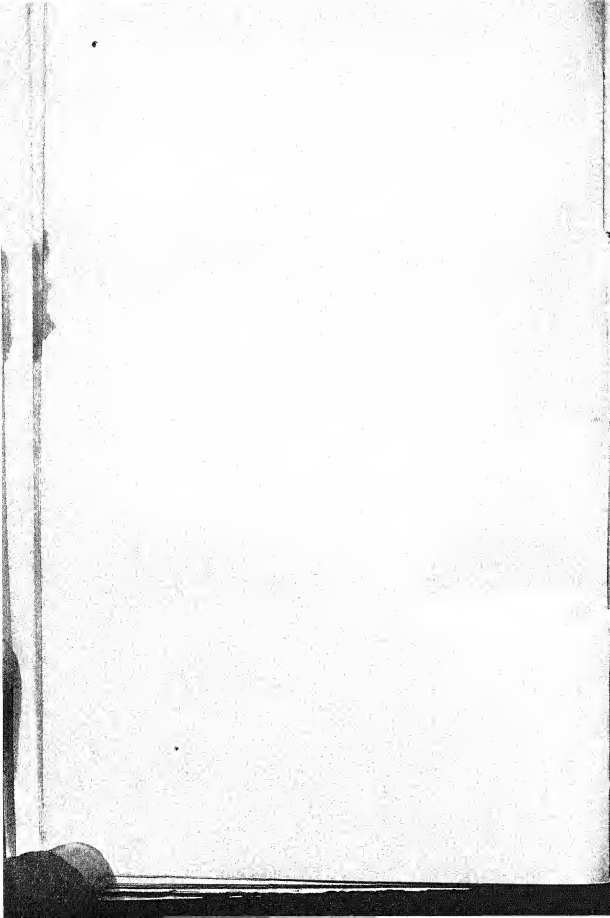
If time permits of his doing so without detriment to the public service, he must first point out to the requisitioning officer, in writing, that the supply of these articles is unauthorized and the cost involved, after which, should the latter still require the requisition to be complied with, the supplying officer will refer the matter to the authority competent to sanction it, who will, if the order involves recurring expenditure, fix a limited period (not exceeding 1 month in the case of rations) during which it shall have effect.

Do.
181 & 168.

291. *Is an ordnance officer permitted to use his discretion in the matter of complying with an emergent requisition?*

No, not if after all necessary information regarding the requisition has been given by him to the countersigning officer, the latter shall still require it to be complied with on his sole responsibility.





292. *When may requisitions for ordnance stores, on payment, be submitted?*

A. R. I.,
Vol. II,
183.

At any time.

293. *How are payment requisitions prepared and forwarded?*

Do.
182 & 183.

They must be prepared in triplicate in the usual form (see para. 285), and must, after check by the supplying officer, be forwarded (with the exception of those for replacement of lost or injured articles and those for stores whose issue is specially authorized by regulations) for the special sanction of the administrative officer of the supplying department concerned, who, after sanction, returns them to the arsenal or depôt of supply. If the value of the stores has already been paid or charged for, the month and pay list in which credit has been afforded, or the number and date of valuation statement on which the value has been charged, should also be inserted in the column of remarks in the requisition.

294. *How are such articles demanded as are required to replace others lost or rendered unserviceable, or other stores, the cost of which is to be recovered from the troops?*

Do.
Appx. XI.

These are demanded on requisitions in the usual form, but the purpose for which the articles are required must invariably be stated in the column of remarks.

295. *How is the requisition for such stores complied with?*

Do.

The ordnance officer sends the stores with the usual delivery and receipt vouchers, to the officer making the requisition, and on the same day sends one copy of the requisition to the examiner of ordnance accounts.

296. *How is the cost of such stores recovered and credited to Government?*

Do.

The examiner of ordnance accounts, to whom one copy of the requisition has been sent by the ordnance officer, shall prepare a memo. of the cost and forward it to the officer making the requisition with instructions to give credit for the amount in his next pay list.

297. *How is the full dress clothing required by the native soldier obtained?*

I. A. O.,
519
1905.

It will be purchased for him by his C. O. from one of

the army clothing factories, the cost thereof being charged to his clothing individual account.

A. R. I.,
Vol. II,
149,
also
I. A. F.
Z 2000.

298. *Give a list of annual and monthly returns sent direct to Army Head-Quarters.*

<i>Description of Return.</i>	<i>No. of Form.</i>	<i>Date of Sub- mission.</i>
1. Additions to war services of native officers.	I.A.F. Z 2043.	1st December.
2. Nominal list of British officers.	I.A.F. Y 1909.	1st of month,
3. Telegraphic reports of the actual strength of unit.	Tele- gram.	Last day of month.

Do.

299. *Give a list of annual returns sent direct to Divisional Head-Quarters.*

1. Recommendations for medals for meritorious or long service.	I.A.F. Y 1931	1st January.
2. Roll of officers, N.-C. officers and men (including S. & T. corps) selected for veterinary training classes *	I.A.F. X 1885	Poona 1st April, 1st Oct. Umballa 15th Sept., 15th Dec. Simla 1st March.

Do. &
A. R. I.,
Vol. VII,
56.

I. A. F.
Z 2000.

3. Return of native soldiers and mochies trained in boot-making.	I.A.F. Y 1921.	1st December.
4. † Estimates of grass farm operations of native mounted troops.	I.A.F. A 216.	1st Sept.

Do.

300. *Mention the annual returns submitted through Brigade Head-Quarters and S. S. O.*

1. Report that rules in connection with infectious and contagious disorders and prostitutes in cantonments have been fully observed.	Letter.	1st January.
--	---------	--------------

- * 1st class Poona 40 British officers and soldiers.
2nd class " 40 Native soldiers, etc.
1st class Umballa 60 British
2nd class " 60 Native
† Through President, Standing Grass Committee.





2. List of petty and minor works required.

P.W.F.8. 1st March.

3. Inspection report.

I.A.F. Not later than H 1131. 1st March.

4. Progress report of lines under reconstruction.

Letter. 5th April.

5. Report on officers who have done specially good work in obtaining information about, and correcting or verifying the maps in their Divisional areas.

Letter. 1st June.

6. Recommendations for appointment to, or promotion in, order of British India.

I.A.F. 1st May.
Y 1920.

7. Descriptive roll of native officers recommended for grants of land or assignments of land revenue.

I.A.F. 15th June.
Y 1920.

8. Roll of N.-C. O's and men recommended for survey class, Roorkee.

I.A.F. 1st Augt.
X 1845.

9. Report of number of furloughs granted to native ranks during furlough season.

At close of
Letter. furlough season.

301. Give a list of half-yearly returns sent to, or through, Brigade Head-Quarters.

Do.
149,
also
I. A. F.
Z 2000.

1. Statement of additions, etc., to war services of British officers, Indian Army for Army List.

I.A.F. 1st April.
Z 2043. 1st Oct.

2. Return of officers for examination for promotion

I.A.F. 1st Jany.,
X 1836 1st Augt.

3. Proceedings of regimental boards on ammunition.

I.A.F. On or after
O 1444. 81st March &
30th September, and just before a corps quits a station.

A. R. I.,
Vol. II,
837.

302. Give a list of quarterly returns sent to, or through, Brigade-Head Quarters.

I. A. F.
Z 2000

1. Return of officers desirous of undergoing a course of equitation:

M.S. { 1st January,
April, July
and
October.

2. Musketry progress return. I.A.F. { 4th January.
G 1089. { April, July
and October.

A. R. I.,
Vol. II,
149,
also
I. A. F.
Z 2000.

303. *Mention what returns are sent direct to Divisional Head-Quarters every month.*

1. Monthly return, native army. I.A.F. 1st of
Y 1908. month.

Do.
&
A. R. I.,
Vol. II,
193.

304. *What weekly return is submitted and to whom?*

1. Duty state, to S. S. O. I.A.F. Saturdays.
Y 1914.

N.B.—Blank returns will not be rendered, unless specially ordered.

b (viii)—CORRESPONDENCE.

Vol. II,
120 &
K. Regs.
2074.

305. *Describe the paper on which official letters are to be written, the amount of margin, etc.*

All official letters are to be written on strong foolscap paper (16 x 18 inches) with quarter margin. The use of flimsy paper is forbidden

Do.

306. *What sized paper may be used for local correspondence?*

A quarter sheet of foolscap (half a page), but when the correspondence has to be passed on to divisional or army head-quarters, etc., not less than half a sheet may be used.

Do.

307. *When should a whole sheet be used?*

When the letter extends beyond one page, or is accompanied by enclosures.

A. R. I.,
Vol. II,
180
& K. R.
2067.

308. *What are the rules about handwriting, signatures, names of individuals and places and subjects referred to?*

Handwriting to be clear and legible, signatures to be distinctly written. Names of places and individuals should be hand-printed. Figures should also be expressed in words. All official letters are to refer to one subject only.





309. *How are letters headed (subject, etc., to be shown) and ended?*

A. R. I.,
Vol. II,
180
& K. R.
2074.

Headings :— From
"Discipline"

(Rank and Name)

(appointment or corps)

or

"Furl' and leave" To

N. A.

(Official title, *not* name)

or

"Distribution of Army."

(appointment or corps)

Reliefs.

etc., etc.

No.....

Station.....

Date.....

(as the case may
require)

and ended thus :—

I have the honor to be,

Sir,

Your obedient servant,

(Signature) , (rank)
(appointment or corps).

N.B.—Memos. are headed in exactly the same manner as above described, but at foot, the signature of sender only is required without the words "I have the honor, etc."

310. *What are the rules about paragraphs and enclosures?*

A. R. I.,
Vol II,
180
& K. R.
2074.

Paragraphs are to be numbered, and any enclosures are to be described in the margin, or in a separate schedule. They are to be fastened to the letter by a loop of silk or twine and are to be conspicuously lettered or numbered. All enclosures and annexures which are not strictly necessary for a consideration of the subject of the letter, and all blank fly-leaves, are to be removed. When reference is made to an enclosure, its number and date are to be inserted in the margin, opposite the statement or opinion which is based upon or supported by it.

311. *What is the rule about the writing of signatures at the end of an official letter, etc.?*

K. R. 2074

They must always be *written* by the signatories and not impressed with a stamp. Signatures should always be legible.

A. R. I.,
Vol. II,
180.

312. *When sums and vernacular terms occur in official correspondence, what is done?*

Sums are to be expressed in words as well as in figures. Vernacular terms are not to be used without their English equivalents.

K. R. 2074. 313. *What is done when a communication has reference to previous correspondence?*

The subject, heading, number, index letter and date of the former papers are to be quoted either in the margin or body of the letter thus:—

No. 216 A. Appointment
Army Staff, dated 1st January, 1905.

K. R. 2075. 314. *Describe briefly the minute system of correspondence.*

Unless otherwise ordered, all replies, remarks or queries arising out of an original letter, memorandum, proceedings of Government, etc., are to be made in the form of minutes. The first minute is to follow where the original letter or memorandum ends, and the person who affixes it will mark the original letter, etc.. No. 1 and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is immediately to follow that which by date precedes it and will be numbered in sequence. A fresh half sheet is to be added when required for the commencement or continuation of a minute, and no minute is to be made on vacant spaces between previous minutes, or in the margin

Do. 315. *How are attached documents and enclosures to be added to this form of correspondence?*

At the end of the file in the order in which they are referred to.

Do. 316. *Is official correspondence conducted in the first or third person, or is this optional?*

All correspondence is to be conducted in the first person whether the form of communication be that of a letter or minute.

317. *What are the advantages of the minute system of correspondence?*

It preserves in a compact and convenient form the correspondence in connection with any particular sub-

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ject even when it extends over a considerable period of time. It is not necessary to refer to the number and date of the letter which is being answered as is required in the letter form of correspondence.

318. *How is a confidential letter to be addressed and forwarded?* K. R. 2111.

It should be enclosed in an inner envelope, sealed and marked "secret" or "confidential" according to the nature of its contents. The outer cover should be addressed in the ordinary manner without any indication of what it contains. Envelopes marked "Secret" or "Confidential" will only be opened by an officer.

319. *When should covers be registered?*

A. R. I.,
Vol. II,
192.

Only when they contain medals or important correspondence.

320. *How are the names of native officers spelt in official correspondence?*

G. O.
99 of 1893.

As printed in the official Army List.

321. *What are the rules about envelopes?*

The envelopes are to be adapted to the size of the documents they contain (which should be made up in the most compact form possible) and be made of strong paper, more particularly when the packet is bulky.

322. *How are covers to be headed and addressed?*

The heading is to be superscribed on the upper left hand corner of the cover, e.g., "Monthly Return"—"Leave," "Musketry," etc. Covers are to be addressed simply to the "Brigade-major," "Station Staff Officer," etc., or as the case may be, without adding the names of individuals.

323. *What is the usual channel of correspondence from a regimental officer to the assistant adjutant-general of the division?*

A. R. I.,
Vol. II,
126

- (a) Through the adjutant, to the commanding officer.
- (b) From the commanding officer, to the station staff officer, etc., of the station.
- (c) From the officer commanding the station, to the brigade-major.

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- (d) From the officer commanding the brigade, to the assistant adjutant-general of the division.

A. R. I.,
Vol. II,
69.

324. *How are applications from native officers, non-commissioned officers and men submitted?*

All applications from native ranks are to be made personally through the commanding officers of their squadrons and double-companies to the commanding officer, who will forward for the consideration of superior authority, statements of such applications or claims as he deems to be reasonable, specifying the grounds on which he recommends that the requests be granted.

Do.
128.

325. *How do officers commanding detachments carry on their correspondence?*

They must transmit all correspondence affecting the interior economy of the detachment through the headquarters of the regiment. When relating, however, purely to local interests, it should be forwarded through the proper local authorities, and copies only should be furnished to the head-quarters of the corps, for the information of the commanding officer.

326. *In the event of any intermediate authority refusing to forward documents submitted for transmission to a superior, what action should be taken?*

The intermediate authority will enter his objections at the foot of the documents, which may then be sent by the individual concerned to the next superior authority.

327. *If letters, &c., are received direct from headquarters or elsewhere, should they be replied to direct, or through the usual channel?*

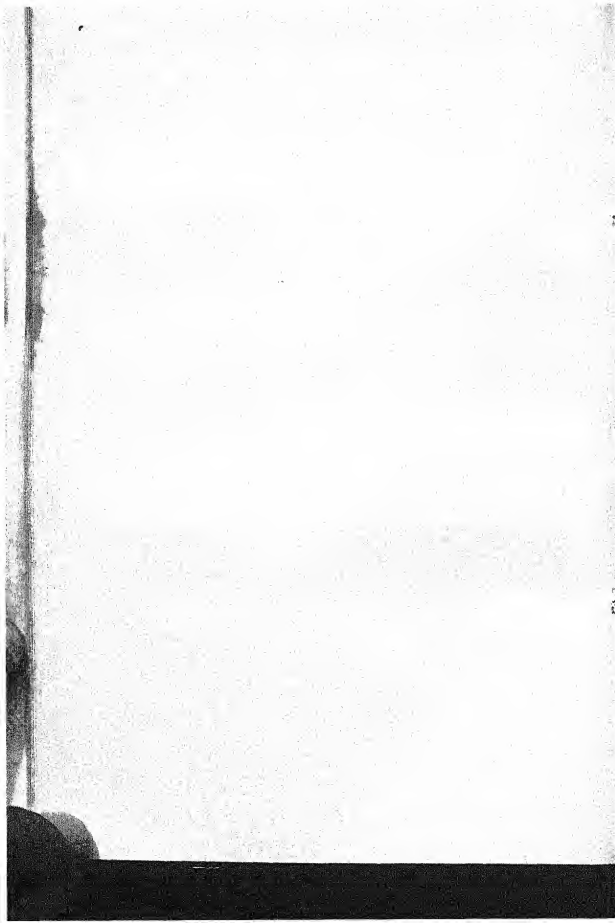
The channel adopted by a superior in transmitting documents, &c., must be conformed to by the individual addressed in forwarding his reply, unless otherwise ordered.

328. *When papers are circulated for information, &c., where are the words "noted," "seen," "communicated," &c., to be recorded?*

Invariably on the documents themselves and not on binders attached to them.

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329. *What description of memorial is prohibited?*A. R. I.,
Vol. II,
68.

Any memorial in the terms of a circular, or containing questions affecting the general regulations and system of the service.

330. *What are the rules about the preparation and submission of other memorials and appeals, etc.?*

Do.

Memorials, appeals, representations, etc., intended for submission to the Secretary of State for India, or to Government are to be couched in temperate and respectful language and are to treat only of matters which immediately affect the interests of the memorialist. They are to be written, or printed, on half margin and must always be in duplicate; when printed, each sheet of the memorial and its accompaniments must bear the signature of the memorialist.

Appeals to the Secretary of State for India must be prepared in the form of memorials; those addressed to the Government of India may be submitted in letter form.

331. *Are officers allowed to address the Commander-in-Chief, Governors of Presidencies, etc., on strictly personal subjects?*Do.
123

No, but they are in such cases permitted to correspond direct with the respective military secretaries of these authorities.

332. *What steps should be taken by officers who wish to appeal against the action of the military accounts department?*Do.
67 & A. R. I.,
Vol. III,
89.

(a) The appeal must in the first instance be made in the usual official form (I. A. F. A 508) accompanied by all papers relating to the case, through their commanding officer and the O. C. brigade to the controller of military accounts.

333. *When the objection is upheld by the controller, on re-audit what may be done?*

(b) The C. M. A. will record his opinion thereon and forward it to the G. O. C. for decision, or reference to the Government of India if necessary.

(c) The officer concerned may claim the right of appeal to the Secretary of State, and pending the receipt

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of the latter's orders, no deductions from pay can be made.

K. R. 423
& A. O. 69,
1907.

334. *What are the rules about communication to the press of military information?*

Unless specially authorised, any such communication either directly or indirectly, also the views of officers and soldiers on any military subject to the press is prohibited. Officers and soldiers will also be held responsible for all statements contained in communications to their friends which may subsequently be published in the press.

Army Act,
42 & 180,
(2.) (d).

335. *May officers appeal against the decision of superior authority, and how?*

Yes, but these appeals, except on very sufficient grounds, are to be discountenanced, and none will be entertained, unless after a failure to procure redress through the proper intermediate channel (see para. 329). Officers, when appealing against the decision of a superior, are to state facts only, in clear and temperate language, and to abstain from comment.

A. R. I.,
Vol. II,
126.

336. *To whom is correspondence connected with gymnasia and gymnastics to be addressed?*

To the Inspector of gymnasia concerned.

Do.

337. *Where should all references relating to pay, pensions and gratuities be sent?*

To the controller of military accounts or pay examiner of the circle. (N.B.—Questions referred to the latter officer should be written, in duplicate, on half margin.)

Do.

338. *What matters are dealt with by the military secretary to the commander-in-chief, and to whom should such correspondence be addressed?*

Applications from officers for appointments in the gift of the commander-in-chief (except those in native regiments which come under the adjutant-general). All such applications should be addressed to the A. A. G. Division through the usual channel, but all matters of a strictly personal nature intended for the consideration of the commander-in-chief may be addressed direct to the military secretary.

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339. *To whom does an officer of the Indian Army apply for employment on the divisional or brigade staff, or for the appointments of S. S. O., 1st Class.*

A. R. I.,
Vol. II,
286.

If he is not a graduate of the staff college he sends in his application to the brigade, and he will, unless he has previously officiated satisfactorily in staff employ or been adjutant of his corps for twelve months, be attached to the staff of the G. O. C. Division, or Independent Brigade for one month, at the end of which period the G. O. C. will report confidentially upon his qualifications and fitness for staff employ.

340. *What are the rules to be observed in filling in the body of a telegraphic message?*

Do.
140.

As a general rule, a message will commence with its own number which should never exceed six figures (two words); if it is in reply to another message, the number and subject of that message will then be quoted; the purport of the message will follow, expressed as succinctly as possible, auxiliary words which can be understood being omitted.

341. *When the station of despatch is not a telegraph station, what should be done?*

Do.

The place and date of despatch will be added to the number of the message.

342. *If another telegram is repeated, how is it entered in the body of the message?*

Do.

Its text will be preceded by the word "begins" and followed by "ends," e.g., "110B.—A. G. wires begins R. 21. Direct Captain Dash proceed 61st Pioneers, Bangalore, to which regiment he has been posted, ends, please comply"

343. *How is the close of a sentence indicated?*

Do.

By the word "stop" being inserted whenever there seems a likelihood of misunderstanding from one sentence running into another.

344. *How many classes of messages are there?*

Three, viz., 'Urgent,' 'Ordinary' and 'Deferred.'

Do.
188 and
I. T. G.

345. *When only should urgent messages be used?*

(a) In cases of real emergency.

(b) In cases when the despatching officer knows that the line is for any reason blocked, and considers his message sufficiently important to take precedence of ordinary traffic.

A. R. I.,
Vol. II,
138 and
I. T. G.346. *When are ordinary and deferred telegrams to be sent?*

If it is considered essential that a reply should be received the same day, the message should be despatched 'ordinary.' When it is not necessary that a reply (by post or wire,) should be received the same day, the message should be sent 'deferred.'

Do.
139.347. *On what matters are official telegrams not to be sent?*

Officers are prohibited from sending service telegrams regarding applications for leave, appointments, or other personal matters. Private telegrams on the subject of leave, and for information on personal matters, will not be attended to except in cases of the clearest urgency, the nature of which must be explained in the telegram itself, and when a reply is required by telegraph it must be prepaid by the sender.

Do.
152.348. *How is the death of a native officer reported?*

Special reports are not required, the notification of the death in the monthly return and promotion roll being sufficient.

Do.
150
&
I. A. F.
Z. 2000,
258.349. *What is the procedure to be followed on the death of a British commissioned officer?*

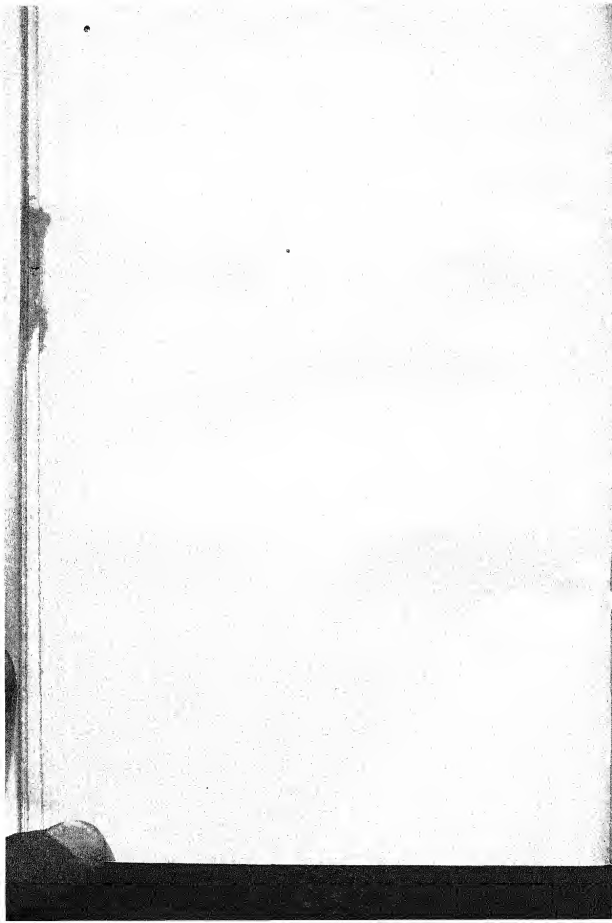
The officer commanding the station, or if the deceased did not die in a cantonment, the officer commanding the nearest military station, will, after obtaining authentic information of the event, immediately report the fact by telegram direct to the undermentioned officials, taking care to note the actual date, place and cause of death.

(a) Secretary to Government of India, military department. (When the head-quarters of the department are at Simla, a report must at the same time be made to the Calcutta office.)

(b) Military secretary to the commander-in-chief in India.

(c) Divisional commander.

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(d) Brigade commander.

(e) Head of the department at Government, or at Army headquarters, as the case may be, if the officer belonged to a department.

(f) Sanitary Commissioner with the Government of India.

N.B.—The above does not refer to departmental officers on the unattached list.

b (ix)—FIELD SERVICE ESTABLISHMENTS.

350. Give in detail a list of the British and Native Officers, N.-C.O's and men of a Native Infantry regiment (a) on a peace and (b) on a war footing?

Field Service Manual, N. Infantry and Pioneers, Table 1.

<i>British Officers.</i>	<i>Peace. War.</i>	
Commandant	...	1 1
Double-company comdrs.	...	4 4
Double-company officers (including adjt.)	...	7 7
Medical officer	...	1 1
		13 13
<i>Native Officers.</i>		
Subadars	...	8 8
Jemadars	...	8 9
		16 17
Hospital Assistants		2 1

N.-C. O's and Men.

Havildars ... 40	734*	(a) Gurkha Rifles (except the 1/10th the Guides Infantry and Battalions numbered from 1st to 59th (except 42nd to 44th) and the 61st, 62nd, 64th, 66th, 67th, 69th, 74th, 76th, 82nd, 84th, 87th, 106th, 107th, 124th, 126th, 127th and 130th.
Naiks ... 46		
Sepoys (a) ... 790		
Drummers and buglers ... 16		
Sepoy ward-orderlies... 4 1		
896 735		

* Includes machine gun section (*vide* para. 352) signalling establishment (6 N.C.O's and men) and establishment for the regiment reserve of small arms ammunition (1 N.C.O. and 3 men).

For battalions numbered 42nd and 43rd, the total sepoys
= 590

„	44th Infantry	592
„	1/10th Gurkha Rifles and Battalions 72nd, 81st, 89th to 99th and 101st to 128th (except 106, etc.)...	710
„	63rd, 73rd, 75th, 77th to 80th, 83rd, 86th and 88th	478*
„	116th, 119th and 129th	694

Field Service
Manual,
N. Infantry
and Pioneers,
1906.
Table II.

351. *Mention the peace and war establishment of
public followers (Native Infantry)?*

	Peace.	War.
Bhistis	...	8
Sweepers	...	8
Cooks (2 per cooking company)...	†	16
Pakhalis	...	8
Bearerers (A. B. Corps)	...	4
Hospital Cooks	...	2
„ Bhistis	...	2
„ Sweepers	...	2
	33	52
Mule drivers (for pioneer battalions only)	12	
Total for a pioneer battalion	...	64

Do.
Table III.

352. *What is the establishment of a machine gun
section?*

British officer	...	1	Mules (specially selected)	...	12
Havildars	...	2			
Sepoys	...	12	Maxim guns	...	2
			Ammunition, rounds		12,000.†

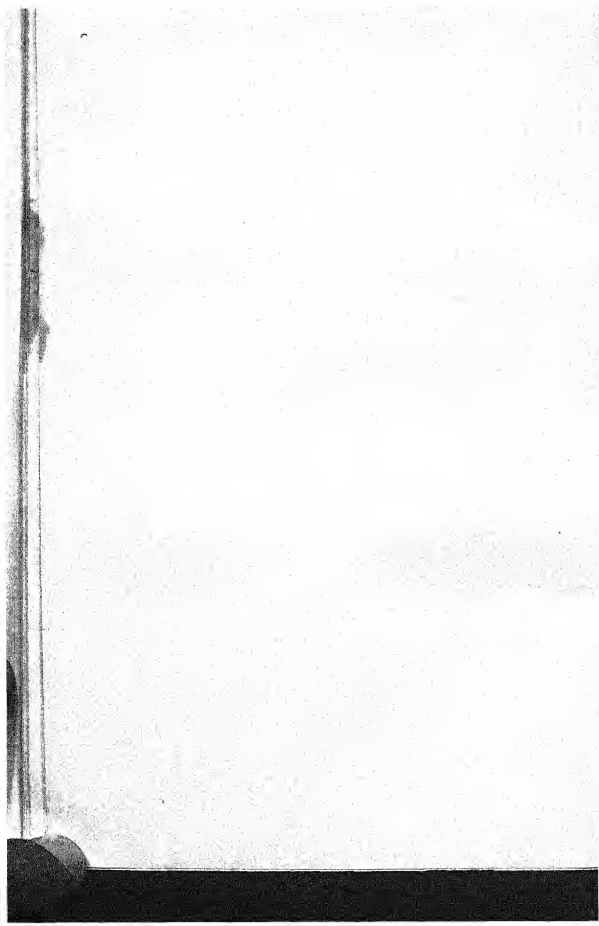
* In the event of one of these battalions being mobilised, the strength at which it will proceed on service will be notified by A. H. Qrs.

† The number varies according to the number of men messing together.

‡ Carried in 24 belt boxes, with each gun, each box containing 50 rounds.

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353. *What is the establishment of a Native Cavalry regiment?*

British Officers.

	<i>Peace.</i>	<i>War.</i>
Commandant	... 1	1
Squadron commanders	... 4	4
Squadron officers	... 7 (Including adjt. and quarter-master.)	7
Medical officer	... 1	1
	<u>13</u>	<u>13</u>

Native Officers.

Risaldar-major	... 1	1
Risaldars and ressaidars	... 6	6
Jemadars	... 9	9
Woordie-major	... 1	1
	<u>17</u>	<u>17</u>
Hospital assistants	... 2	1

N. C. O's and Men.

Kot-duffadar-major	... 1	
Kot-duffadars & duffadars	... 36 (28 and 32 late Madras and Bombay.)	
Naiks	... 36 (36 and 40 late Madras and Bombay.)	474
Trumpeter-major	... 1	
Farrier-major	... 1	
Farrier-duffadars	... 8	
Veterinary pupils	... 4	
Farriers	... 4	
Trumpeters	... 8	
Sowars	... 474	
Camel Sowars	... 8	8
Sowar ward-orderlies	... 4	1
	<u>585</u>	<u>483</u>

b (x)—PROCEDURE ON MOBILISATION.

354. *What will the O. C. a battalion do on receipt of orders to mobilise?*

He will report by wire to the divisional or brigade-commander; without fail, within twenty-four hours of

F. S. Manual,
N. Infantry
& Pioneers,
1906,
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receipt of the order whether or not the health of the battalion will, or is likely to, prevent its taking the field at full field service strength.

F. S. Manual,
N. Infantry
& Pioneers,
61.

355. *When a battalion proceeds on service is a depôt always formed?*

Except in the case of the battalions numbered 42nd to 44th, 63rd, 73rd, 75th, 77th to 80th, 83rd, 86th and 88th, for whom special orders will issue from A. H. Qrs. on mobilisation, depôts will be formed on either "Scale A" or "Scale B."

Do.
22.

356. *Is a medical inspection to be held and of whom?*

Yes, a medical inspection will be made of all officers, N.C.O's and men, public and regimental followers and private servants as soon as possible, in accordance with the rules laid down in F. S. Regulations, India, Chapter IV.

Do.
25.

357. *What is the next intimation to be sent to divisional headquarters?*

The O. C. will telegraph the names of the British officers who are medically fit to accompany the battalion on service, nominating at the same time (for approval) an officer to command the depôt.

Do.
26.

358. *How are British officers recalled from leave?*

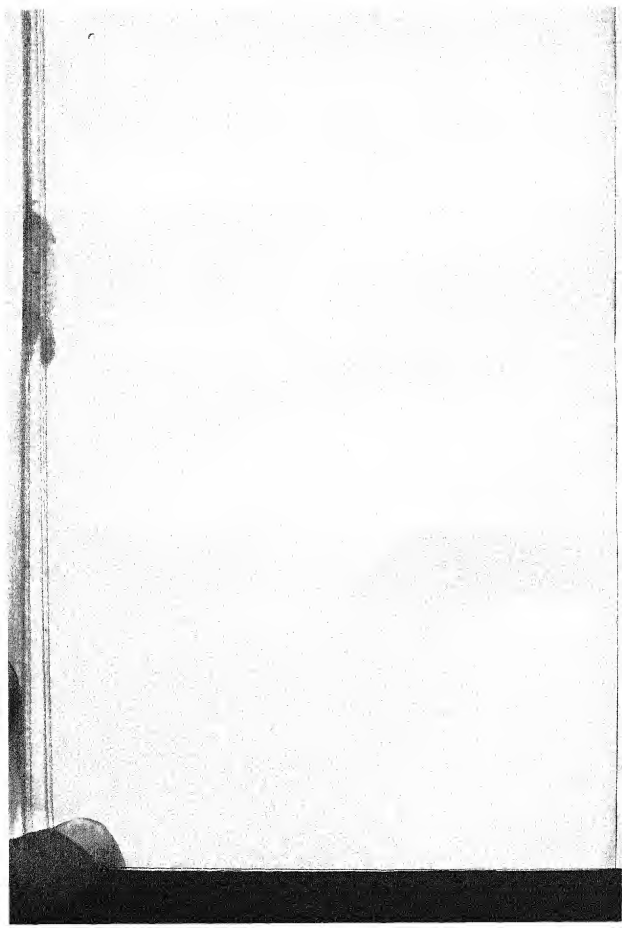
The O. C. will immediately recall by telegram all officers on leave in India (except those on M. C.), he will submit to divisional headquarters the names of all officers on leave, on M. C. and those who may be pronounced fit will be recalled under the orders of the G. O. C.

The O. C. will also recall by telegram all officers who may be on privilege leave out of India. Application for the return of all others will be at once made to A. H. Qrs. through the usual channel.

Do.
28.

359. *What action shall be taken with regard to such of the native ranks as may be on furlough, on leave, etc.?*

The O. C. will at once recall all N.O's, N.C.O's,—men and public followers on leave or furlough sending where necessary return railway warrants. These orders and warrants will be despatched through the post office in specially coloured envelopes (I. A. F. F 941) marked "Mobilisation"—these envelopes must be registered. In urgent cases men and public followers will be recalled by telegram, but this is not to be done without orders from A. H. Qrs.



360. *What is done with regard to detachments and men on command, etc.?* F. S. Manual,
N. Infantry
& Pioneers,

29.

A list of these is sent to the divisional or brigade staff office with an application for their recall.

361. *Who details the additional bearers (A. B. corps) to accompany the battalion on service?*

Do.
35.

The P. M. O. of the division, and these men will be directed to report themselves to the O. C. battalion before it leaves its station.

362. *Who supplies the first field dressing packets and how are they carried?*

Do.
43.

The medical officer in charge of the regimental hospital, and one will be issued to each officer, N.C.O. and man accompanying the battalion. They will be carried as laid down in Chapter IV, F. S. Regulations, India.

363. *What is done with the descriptive slips (A. F. B. 2067) and who is responsible for their proper disposal?*

Do.
44.

They should be properly filled in and sewn up inside the skirt pocket of every field service coat or blouse worn or taken by each N.O., N.C.O. and man accompanying the battalion. The O. C. is responsible that this is done.

364. *Are drummers and buglers supplied with rifles and bayonets, etc.*

Do.
47.

Yes, if capable of bearing arms, but they will only carry 20 rounds of rifle ammunition.

365. *What arms are provided for British and Native officers and hospital assistants?*

Do.

Each British officer (except O. C., adjutant and medical officer) and each N.O. will be provided with a rifle and bayonet but not with accoutrements or ammunition. The O. C., adjutant, medical officer and hospital assistant will carry a pistol and 24 rounds of ammunition; other British officers may, if desired, carry a pistol in addition to the rifle and bayonet.

366. *Are swords taken on service?*

Do.

No.

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F. S. Manual,
54 & 55.

367. *What are the orders about colours, kit bags, medals and decorations.*

They are not to be taken on service.

Do.
56.

368. *What is the limit of size and weight for all loads and packages taken on field service and how should they be marked?*

They should as far as practicable be made up to one maund in weight and not exceed 36" x 15" x 15" in measurement. They should be clearly marked with the name of the battalion, and kits should, in addition, be marked with the names or regimental numbers of the owners.

Do.
59.

369. *When all is complete and the battalion ready to move, what is done?*

The divisional or brigade commander will be informed by telegram.

Do.
61.

370. *When are depôts formed on "Scale A" and when on "Scale B"?*

"Scale A" will only be adopted when general mobilisation is ordered, or if a battalion is mobilised for service for an important campaign when it may be necessary to call out the reservists.

"Scale B" will be adopted in the case of minor expeditions, or when a battalion may be ordered on any special service on the field service scale of establishments.

The scale on which depôts are to be formed will be notified by army headquarters.

Do.
75.

371. *What promotions are to be made in the case of Depôts on Scale A?*

(a) Regiments numbered from 1st to 59th, and also the 72nd, 89th to 98rd, 107th, 121st and 127th to 130th.

2 Jemadars to Subadars. (2nd grade.)

5 Havildars to Jemadars. (do.)

19 Naiks to Havildars.

27 Sepoys to Naiks.

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(b) Regiments numbered from 61st to 99th (except the 72nd and 89th to 98rd).

- 1 Jemadar to Subadar. (2nd grade.)
- 5 Havildars to Jemadars. (do.)
- 11 Naiks to Havildars.
- 18 Sepoys to Naiks.

(c) Regiments numbered from 101st to 125th (except 107th and 121st.

- 2 Jemadars to Subadar. (2nd grade.)
- 5 Havildars to Jemadars. (do.)
- 15 Naiks to Havildars.
- 19 Sepoys to Naiks.

(d) In the 9th Infantry and Guides Infantry.

- 2 Jemadars to Subadars. (2nd grade.)
- 5 Havildars to Jemadars. (do.)
- 21 Naiks to Havildars.
- 31 Sepoys to Naiks.

(e) In Gurkha battalions and the 106th Pioneers.

- 1 Jemadar to Subadar. (2nd grade.)
- 3 Havildars to Jemadars. (do.)
- 11 Naiks to Havildars.
- 13 Riflemen or Sepoys to Naiks.

372. *Who will remain in the depôt?*

F. S. Manual,
63.

- (a) Recruits not taken on service. (*N.B.*—Such recruits as the C. O. may consider capable of performing efficient service in the field may be included in the field service strength of the battalion.)
- (b) All trained soldiers medically unfit or surplus to the field service strength.
- (c) One assistant armourer.
- (d) Two buglers. (*N.B.*—To enable the battalion to take the field with its full complement of buglers, two acting buglers in excess of the peace establishment will be appointed for the depôt. These acting buglers will be selected from men to be kept always sufficiently trained.)
- (e) Schoolmaster.
- (f) Three sepoy ward-orderlies. (One in the 44th Infantry and the surplus regimental hospital establishment)
- (g) One or if possible two clerks.

(h) Eight N.-C.O's to perform duties of pay havildars.

(i) Not less than 8 smart sepoy as drill-instructors.

F. S. Manual, 76. Two N.O's per company and the native adjutant, total 17, will accompany the battalion, leaving one subadar and two jemadars for the depôt. 40 havildars and 40 naiks will accompany the battalion, leaving 14 havildars (including quarter-master, havildar and havildar-major) and 14 naiks (including the drill-naik) for the depôt.

Do. 73. After the departure of the battalion, all families of N. O's, N.C.O's and men, whether proceeding on service or remaining at the depôt, will be despatched to their homes, as none can be accommodated at the centre. (This does not apply to Gurkha battalions.)

Do. 93. 373. *Are any promotions to be made in the case of depôts on Scale B?*

No, the commandant of the battalion proceeding on service will select two of his N.O's to remain with the depôt. He will inform the O. C. battalion at the centre, by wire, of the rank and caste of these officers. The latter will send from his battalion three suitable volunteers of the rank of jemadar, two of whom will replace the two remaining with the depôt. The additional one will enable the battalion to proceed on service with 17 N.O's. Such transfers will be temporary only, and their places in their own battalion will not be filled up.

Do. 94. 374. *Who else will remain with the depôt?*

The same as in para. 374 with the following exceptions—eight havildars and eight naiks (instead of 14). Either the havildar-major or drill-naik to be included in this number. Four smart sepoy as drill-instructors (instead of eight).

Do. 74. 375. *What special allowances are passed for depôts on Scale A and B respectively?*

		Scale
		A. B.
		Rs. Rs.
Officer-in-charge, contract allowance	...	70 70
Pay havildars at Rs. 5	{ 8 scale A } { 2 scale B }	... 40 10

The officer-in-charge will also, if entitled to it, draw the allowances laid down in A.R.I., Vol. I, for reservists.

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b (xi)—CLASSES OF WHICH CORPS COMPOSED.

376. *Of what classes is your regiment composed?*

Indian
Army List.

Every officer should make himself acquainted with the class composition of the corps to which he belongs and answer this question accordingly. The data is given in the Indian Army list under the heading of each corps.

INDIAN DISTINGUISHED SERVICE MEDAL.

377. *What is the Indian distinguished service medal?*

I. A. O.,
326,
1907.

A silver medal instituted in 1907 for the purpose of adequately rewarding the distinguished services of Indian commissioned and non-commissioned officers and men.

Do.

378. *To whom is it applicable?*

To men of the Indian army including the reserves, the Border Militia and Levies, Military Police, and Imperial Service troops when employed under the orders of the Government of India.

Do.

379. *For what is it given?*

For distinguished service in peace or on active service.

b (xii)—SUPPLY OF HORSES AND SADDLERY

(FOR CAVALRY OFFICERS).

380. *Is the system of purchase of horses the same throughout India?*

No, it varies considerably in the different divisions.

381. *How is the cavalry of the late Madras regiments remounted?*

Not being silladar cavalry, the horses are obtained from the various remount depôts, Hosur for small walers,* and Hapur and Kurnaul for country-breds.

382. *How are cavalry horses of the late Bombay regiments chiefly supplied, and what is the class of horse obtained?*

Principally from the Bombay stables. Walers are most commonly obtained, but some regiments are remounted with Gulf Arabs, a coarser bred heavier animal than the pure Arab.

* Walers are now only sanctioned for the Governor's Body Guard.

383. *Describe the class of horse now obtained for the Bengal and Punjab cavalry?*

During the last nine years or so, a great change has become noticeable in these horses. Competition has brought many more waler horses into the market, and it is now possible to procure a large number of this class suitable for native cavalry troop horses in the markets of Calcutta, Bombay and Madras at a price suitable to the means of the regimental Chanda fund.

No Arabs are to be found now in any of the Bengal or Punjab cavalry regiments.

384. *Mention another source for the supply of remounts?*

Country-bred horses are purchased at the numerous fairs held in the Punjab, Derajats, Baluchistan and N. W. Provinces.

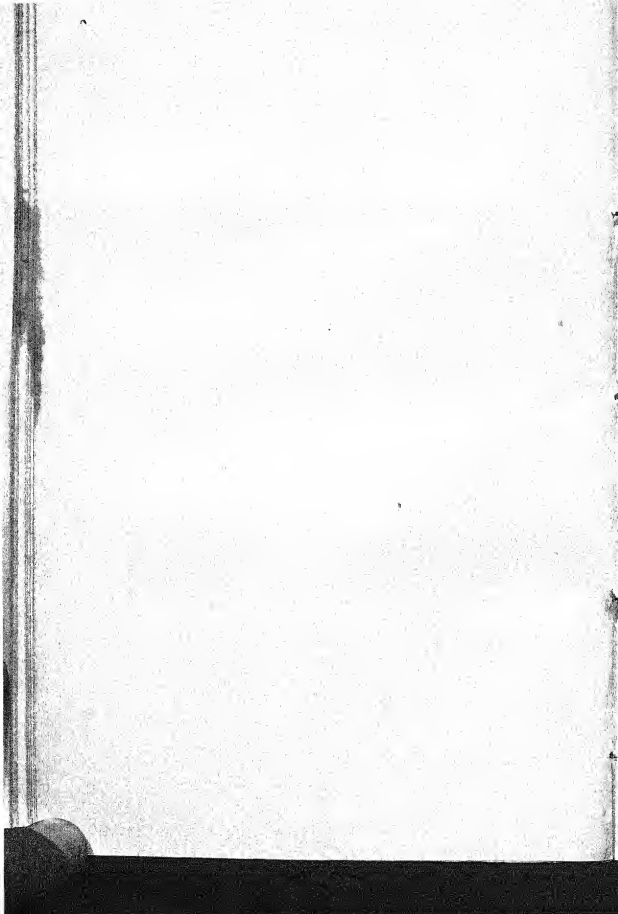
385. *Describe the country-bred horse now to be found in the Bengal and Punjab cavalry, and state how bred, etc.?*

The country-breds, so called, on which some years ago practically the whole of the Bengal and Punjab cavalry were dependent for their remounts, were a hardy mongrel breed, originally it is said brought down by successive invading tribes from Central Asia, and the breeds at different times intermixed. This breed has been very greatly improved by the importation of thorough-bred English and Australian stallions. A certain proportion of Arabs, English hackneys and Norfolk trotters have also been used, but the last named has done more towards ruining the C. B. horse than could have been believed possible.

386. *How are these stallions kept up, and in what manner are their services utilised?*

They are kept up at the expense of Government and have been standing at different centres all over the U. P., Punjab and Baluchistan, and in a lesser degree at Sind and the Deccan, for years, serving approved C. B. mares free. Many of them have three or four crosses of thorough-bred English blood, and it is from these animals that a very good native cavalry troop horse is obtained.

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387. *Where are the best and hardiest animals bred?*

The finest, hardiest and most suitable animal is bred in the districts of the North Punjab, Rawal Pindi and all down the salt range on both sides including the districts of Gujerat, Jhelum, Shahpur and Jhang; a really good animal is procurable also in Baluchistan where the soil and climate seem eminently suited for the production of a hardy good boned horse, which, though somewhat light, is able to stand more work and carry more weight than would be supposed from his appearance.

388. *What is the usual price paid for these country-breds?*

This varies a good deal. The C B. remount suitable for native cavalry at from 4 to 6 years' old costs from Rs. 300 to Rs. 550, and the price is gradually increasing owing to the demand for these horses for Imperial service troops, and for harness and team work in Bombay and Calcutta.

389. *What is the price usually given for Arab and waler remounts?*

The Arab costs somewhat more than the C.B., but waler remounts purchased at the end of a season when dealers are anxious to sell out, can be obtained at prices varying from Rs. 350 to Rs. 550.

390. *Which do you consider the best class of remount and why?*

Of all the breeds of horses which can be seen in native cavalry regiments, the waler is to be preferred. He has more power, better bone, is more reliable, and when acclimatised stands the Indian climate well.

391. *What are the principal good qualities and defects of the country-bred?*

The C B. though lighter in girth and bone and not such a good weight carrier as the waler, has usually good legs, and stands rough work on a smaller ration than would be sufficient for the waler. He, as a rule, has a good shoulder and forehand, but falls away in his loin and hind-quarters.

392. *What are the good qualities of the Arab?*

The pure Arab is scarcely worth considering nowadays as a native cavalry troop horse, but he is a hardy good animal, can do any amount of work and stands extremes of climate very well.

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c (xiii)—INDIAN MILITARY LAW.

A. R. I.,
Vol. II,
3.

393. *What classes of persons shall be both enrolled and attested in the Indian army ?*

Soldiers below the rank of warrant officer. Men of the A. B. corps and A. H. corps.

Muleteers of mountain batteries.

Fort armament lascars.

Storemen artillery

Lascars employed in arsenals and depôts.

Public transport establishments, *viz.*:—bellowsmen; blhistis; blacksmiths; carpenters; clerks (transport units); drivers; elephant attendants; gun porters; hammermen; palan-makers; saddlers; shoeing-smiths; syces (public); veterinary dafadars.

Compounders (medical store depôts). Nalbunds (station veterinary hospitals and British mountain batteries). Writers (medical store depôts).

Syces of British units, native mountain batteries, non-silladar cavalry regiments, and those of Government grass mules attached to native cavalry.

Do.

394. *What classes shall be enrolled only ?*

Lascars employed in ordnance factories.

Artificers (ordnance department).^a

Bullock-drivers of horse and field batteries.

Shoeing-smiths or nalbunds other than those attested.

Tent lascars serving with corps.

Saddlers, muchies and filemen of artillery.

Firemen (artillery).

Hammermen and smiths (artillery and non-silladar cavalry).

Packers (medical store depôts).

Sarwans (grantee camel corps).

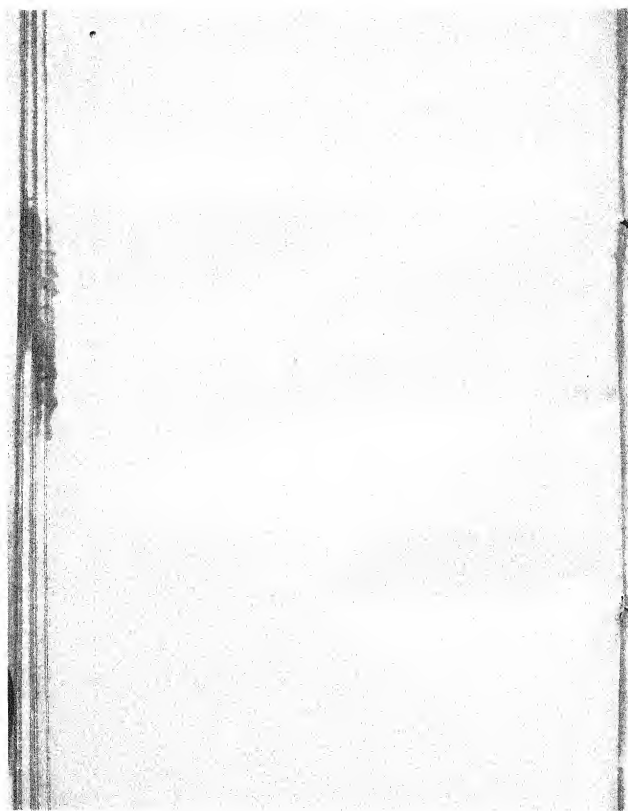
Sikligars (medical store depôts).

Tin smiths (do.).

Bhistis, pakhalis and carpenters (except those of transport establishments).

Cutlers (medical store depôts).

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395. *What should be explained to a recruit prior to enrolment?*

The conditions of service as follows :—

- (i) He will undertake to serve in H. M.'s Indian forces going wherever ordered by land or sea, and allowing no caste usages to interfere with his duties as a soldier.
- (ii) He will be liable for general service in any corps of the group to which his regiment belongs.
- (iii) When he has served 3 years, from the date of attestation he will be entitled to receive his discharge within 2 months from the date of applying for it; provided that,
 - (a) War is not imminent or existing.
 - (b) The company to which he belongs is not 10% below strength.

N.B.—A bandsman, trumpeter, drummer, bugler, artificer, armourer or muchi cannot claim his discharge for 10 years; a schoolmaster, clerk, farrier or tailor for 5 years.

396. *How is enrolment effected?*

By entering the name of the person in a long roll, I. A. F. V 679, which is maintained in every corps and department of His Majesty's Indian Forces for this purpose. A recruit is on the signing of the roll (I. A. F. K 1160) by the R. S. O. deemed to be enrolled with effect from the date of his joining the recruiting party, or if he presents himself for enrolment at the headquarters of a corps, his enrolment will be effected by entering his name in the long roll. It must be understood, however, that the recruit's name will not be entered in the roll unless he has consented to the conditions of service referred to in the preceding paragraph.

G. G. O.
No. 568 of
1895
& A. R. I.,
Vol. II,
634.

397. *Before whom should persons to be attested be taken?*

The commanding officer of the corps or department concerned, or a magistrate.

398. *How is a recruit attested, and when?*

When a recruit is reported fit to join the ranks as a trained sepoy, an affirmation or oath to the effect—that

I. A. W.,*
Art. I. (4), (5)
& (6).

* Indian Articles of War.

he will be faithful to His Majesty, His heirs and successors, and that he will serve in His Majesty's Indian Forces and go wherever he is ordered by land or sea, and that he will obey all commands of any officer set over him, even to the peril of his life—shall be administered to him in the prescribed manner by the commanding officer in front of the corps or such portion thereof as shall be present. After administering the affirmation or oath, the commanding officer shall authenticate the signature of the recruit on the attestation paper by affixing his own signature below it, and the recruit shall then be deemed to have been attested.

399. *Is the officer commanding a dépôt or detachment of a regiment empowered to attest recruits?*

No, in such cases the recruits must be taken before a magistrate for attestation and authentication of the attestation signature.

I. A. W.,
Part II.

400. *To whom are the Indian Articles of War applicable?*

- (a) Persons commissioned or gazetted as native officers, or warrant officers of His Majesty's Indian Forces.
- (b) Medical subordinates.
- (c) Persons attested under these articles.
- (d) Unattested recruits.
- (e) Persons enrolled under these articles.
- (f) Persons not otherwise subject to military law, who on active service, in camp, or on the march, etc., are employed by, or are in the service of, or are followers of, or accompany any portion of, His Majesty's Indian Forces.

Do.

401. *But if a person claims to belong to a class to which the Army Act is, and these articles are not applicable, how is he dealt with?*

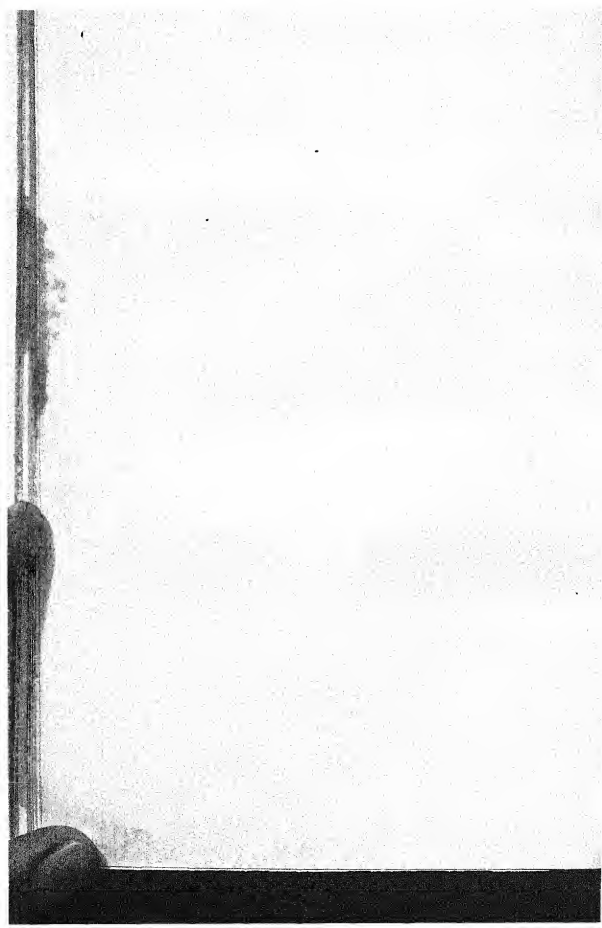
The burden of proving that he belongs to that class shall lie upon him. otherwise he must be dealt with under the I.A.W.

I. A. W.,
Part I,
3.

402. *How may a native officer be dismissed or discharged from the service?*

A native officer may be dismissed from the service by the sentence of a general court-martial, and may also be

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dismissed or discharged by order of the governor-general in council, or the commander-in-chief in India, or the general officer of the division to which he belongs.

403. *What does a native officer or any other person forfeit on dismissal?*

I. A. W.,
Part I
& 4.

All claim to pension.

404. *How may any person, other than a native officer be dismissed or discharged from the service?*

Do.
4.

(a) He may be dismissed from the service by any court-martial empowered to try him.

(b) He may be dismissed or discharged from the service by order of the governor-general in council, or of the commander-in-chief in India, or of the general officer commanding the division or brigade in which he is serving, or if he belongs to a force not attached to a division or brigade by order of the officer commanding such force.

405. *What may be done to any attested person who is discovered to have made a wilfully false answer to any question set forth in his attestation papers?*

Do.
5.

He shall on conviction by court-martial, be liable to suffer imprisonment (with hard labour,* and with or without solitary confinement) or such less punishment as is mentioned in the Indian Articles of War.

406. *For what offence is imprisonment with hard labour not awardable?*

Do.
167.

Preferring a frivolous or groundless complaint.

407. *What certificate is to be given to every attested person who may be dismissed or discharged from the service?*

Do.
6.

A discharge certificate, signed by his commanding officer, and setting forth in the English language and in the mother-tongue of such person—

(a) The authority dismissing or discharging him;

(b) The cause of his dismissal or discharge, and

(c) The full period of his service in the army.

* This is the only offence under the I.A.W. for which imprisonment *without* hard labour cannot be given.

I. A. W.,
7 to 23.

408. *Mention any ten offences triable by general court-martial?*

- (i) Mutiny and sedition.
- (ii) Violence to superiors.
- (iii) Disobedience.
- (iv) Desertion.
- (v) Sentry sleeping on, or quitting, post in time of war.
- (vi) Sentry plundering.
- (vii) Abandoning garrison.
- (viii) Betraying watch-word.
- (ix) Corresponding with enemy.
- (x) Misbehaviour in presence of enemy.

N.B.—The following offences are also triable by general court-martial and may be substituted for any of the above:—

- (xi) Re-enlistment without having been discharged.
- (xii) Assisting enemy.
- (xiii) Releasing prisoners.
- (xiv) Seeking plunder during action.
- (xv) Quitting guard in time of war.
- (xvi) Assaulting persons bringing provisions.
- (xvii) Causing false alarm in time of war.

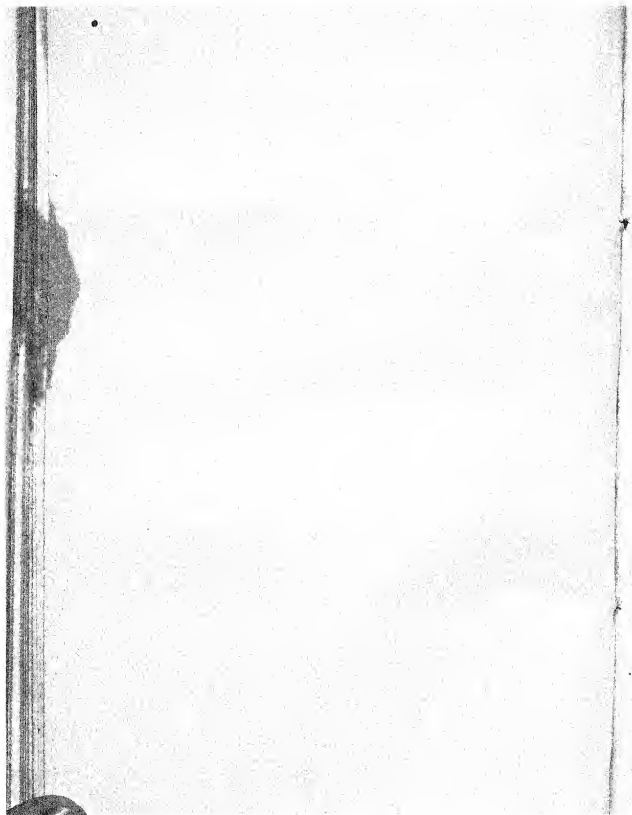
Do.
24 & 76.

409. *What are the punishments awardable for these offences?*

- (a) Death, or transportation for life, or for a term of not less than seven years.
- (b) Imprisonment (with or without hard labour, and with or without solitary confinement) for a term which may extend to fourteen years.
- (c) Dismissal from the service.
- (d) Suspension from rank, pay and allowances for any stated period.
- (e) Degradation.
- (f) Loss of standing.
- (g) Reduction to a lower grade, or to the ranks.
- (h) Corporal punishment not exceeding fifty lashes.
- (i) Forfeiture of additional pay, good conduct pay and claim to pension.

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(i) Forfeiture of arrears of pay and allowances.

(k) Stoppages.

410. *What becomes of the property of a person convicted of mutiny or sedition or failure to give information thereof, etc., and who is sentenced to death?*

L. A. W.,
24.

All his property, moveable and immoveable, shall be forfeited to government, i.e., on sentence of death being actually carried out.

411. *What may the court adjudge with respect to the property of a person convicted of any offence and sentenced to transportation or imprisonment for a term of seven years or upwards?*

Do.
76.

That all the rents and profits and his moveable and immoveable estate during the period of his transportation or imprisonment, shall be forfeited to government, subject to such provision for his family and dependents as the government may think fit to allow during such period.

412. *By whom may a general or district court-martial be convened?*

Do.
73.

By:—

- (a) the commander-in-chief in India;
- (b) the general officer of the division;
- (c) any officer empowered by warrant of the commander-in-chief in India or the general officer of the division.*

413. *By whom may a general or district court-martial be confirmed?*

Do
89 A.

- (a) the commander-in-chief in India;
- (b) the general officer of the division, as regards troops under his command wherever stationed;
- (c) the officer commanding a force not attached to a division;
- (d) any officer empowered in that behalf by warrant of the commander-in-chief in India, or the general officer of the division;

* Brigade commanders should not, however, be empowered to convene general courts martial vide circular No. 656A, dated 12th June, 1907, from A. G., India.

[(e) in the case of any person subject to the I. A. W., who is serving out of India, not under the orders of the commander-in-chief in India, in any station beyond the seas as defined in section 190 of the Army Act, the officer who convenes the court, or has authority to convene such court-martial]:

I. A. W.,
Part I,
Definition 15.

Provided that except on active service or beyond the limits of India,* no warrant issued shall be deemed to empower an officer to confirm any finding or sentence in the case of an officer, medical subordinate or warrant officer,—or a sentence of death, transportation or imprisonment for a term exceeding seven years in any case whatever.

Do.
74.

414. *Of how many commissioned officers should a general court-martial consist?*

It shall, if held in British India, consist of not less than seven officers, unless that number, having due regard to the public service, is not available, in which case the court may consist of not less than five officers.

Do.
27.

415. *Mention the names of the different kinds of courts-martial which may be held under the I. A. W., and under what two heads they are divided?*

Five kinds, divided under two heads—

(i) Ordinary
consisting of:—

1. general courts-martial;
2. district courts-martial;
3. regimental courts-martial;

and (ii) Extraordinary
consisting of:—

4. summary general courts-martial;
5. summary courts-martial.

Do.
54 to 65.

416. *What are the offences usually triable by district courts-martial?*

(a) Embezzlement.

(b) Destruction of government property.

(c) Giving false evidence.

} These offences
are also triable
by general courts-martial.

* The expression "India" means British India, together with any territories of any native prince or chief under the suzerainty of His Majesty, and includes such places as Trichy, Bangalore, Secunderabad, Baroda, etc., which are not in British India.

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- (d) Malingering.
- (e) Wilfully causing hurt.
- (f) Theft.
- (g) Embezzlement of government property not entrusted on public account.
- (h) Obtaining pension by false statement.
- (i) Furnishing false returns.
- (j) Other fraudulent offences.
- (k) Cruelty or indecency.

417. *Mention the punishments awardable for the following offences, if tried by general court-martial, viz. :—* I. A. W., Part I, Definition 57.

- (a) embezzlement ;
- (b) destruction of government property ;
- (c) giving false evidence.

Any person convicted of these offences by general court-martial shall be sentenced to be dismissed the service and to forfeit any arrears of pay and allowances due to him at the time of dismissal, and shall be punishable also with imprisonment (with or without hard labour and solitary confinement) for a term which may extend to two years.

418. *Mention the punishments awardable for the following three offences, and for the other offences referred to in para. 416, if tried by district court-martial?* Do. 82.

- (i) Imprisonment (with or without hard labour and solitary confinement) for a term not exceeding two years.
- (ii) Dismissal from the service.
- (iii) Suspension from rank, pay and allowances.
- (iv) Degradation.
- (v) Loss of standing.
- (vi) Reduction to a lower grade, or to the ranks.
- (vii) Corporal punishment not exceeding fifty lashes.
- (viii) Forfeiture of additional pay, good conduct pay and claim to pension.

(ix) Forfeiture of arrears of pay and allowances.

(x) Stoppages.

I. A. W.,
82.

419. *May any person be tried by a district court-martial?*

Any person subject to the I. A. W. except commissioned officers.

Do.
80 & 81.

420. *Of how many commissioned officers should a district court-martial be composed?*

Of not less than five officers, unless that number, having due regard to the public service, is not available, when the court may consist of not less than three officers.

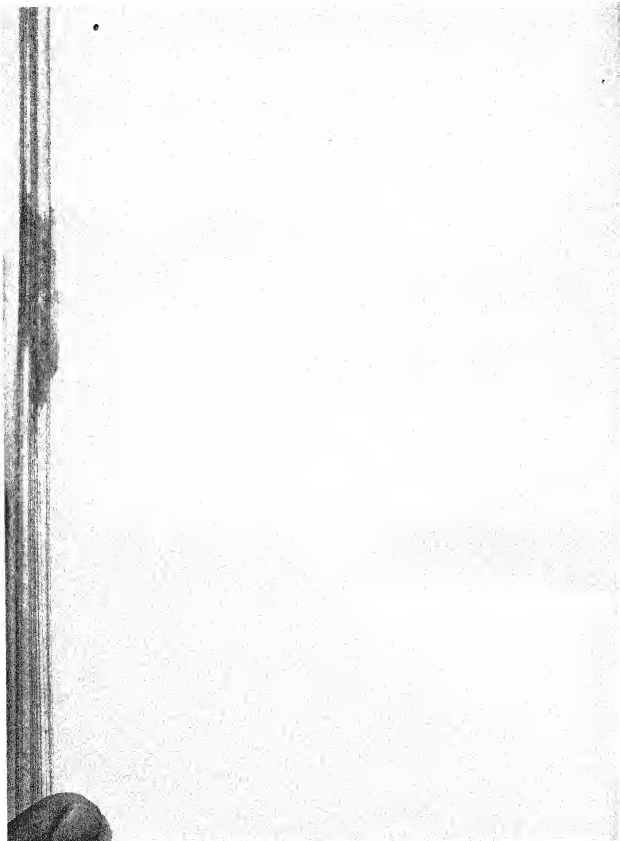
N. B.—The court may, when necessary consist wholly of officers of the corps or department to which the accused belongs.

Do.
26 to 52.

421. *Mention the offences triable by regimental court-martial?*

- (i) Intoxication on duty.
- (ii) Striking sentry.
- (iii) Harboursing deserter.
- (iv) Enlisting deserter.
- (v) Absence without leave.
- (vi) Failure to rejoin.
- (vii) Failure to attend parade.
- (viii) Quitting parade.
- (ix) Quitting guard in time of peace.
- (x) Refusing to receive, or releasing prisoners.
- (xi) Leaving arrest.
- (xii) Insubordination.
- (xiii) Refusal to superintend military works.
- (xiv) Impeding provost-martial.
- (xv) Striking subordinates.
- (xvi) Extortion.
- (xvii) House-breaking or plundering in time of peace.

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- (xviii) Neglecting to compensate person injured by subordinate.
- (xix) Defiling places of worship.
- (xx) Taking bribes.
- (xxi) Causing false alarm in time of peace.
- (xxii) Making away with regimental necessaries.
- (xxiii) Attempting suicide.
- (xxiv) Appearing armed in camp.
- (xxv) Sentry sleeping on post in time of peace.
- (xxvi) Absence from camp.
- (xxvii) Absence from cantonment after tattoo.
- (xxviii) Refusal to attend or be sworn.
- (xxix) Contempts.
- (xxx) Unspecified offences.

I. A. W.,
[67, 68 & 70.

422. *Mention the punishments awardable by regimental court-martial?*

Do.
85 A.

- (a) Dismissal.
- (b) Loss of standing.
- (c) Reduction to a lower grade, or to the ranks.
- (d) Degradation.
- (e) Imprisonment (with or without H. L. and S.C.) for a term not exceeding six months.
- (f) Corporal punishment not exceeding 50 lashes.
- (g) Forfeiture of additional pay, good conduct pay and claim to pension.
- (h) Forfeiture of arrears of pay and allowances.
- (i) Stoppages.

423. *Mention the persons triable by a regimental court-martial?*

Do.
85.

All persons subject to these articles and not above the rank of non-commissioned officer.

I. A. W.,
85 (b).

424. *What other offences may be tried by regimental court-martial, should the general or other officer commanding the brigade so direct?*

Any offence, not within the ordinary jurisdiction of a regimental court-martial.

Do.
58 to 65.

425. *Mention the offences which come under the head of disgraceful conduct?*

- (i) Malingering.
- (ii) Wilfully causing hurt.
- (iii) Theft.
- (iv) Embezzlement of government property, not entrusted on public account.
- (v) Obtaining pension by false statement.
- (vi) Furnishing false returns.
- (vii) Other fraudulent offences.
- (viii) Cruelty or indecency.

Do.
83 & 89 A (3).

426. *By whom is a regimental court-martial convened and confirmed?*

By the officer commanding any corps or department or detachment thereof, or by any officer when in command of two or more corps or departments or detachments thereof.

Do.
84.

427. *Of how many officers should a regimental court-martial be composed?*

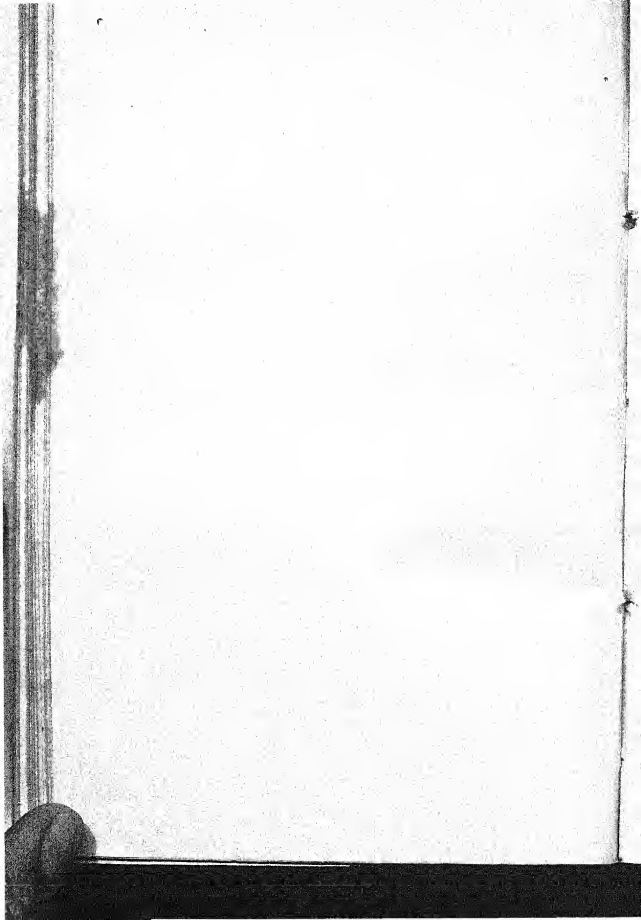
Not less than three commissioned officers.

Do.
90.

428. *By whom and in what places may a summary general court-martial be appointed?*

- (a) In any place whether within or beyond British India, by any officer empowered, in this behalf, by an order of the governor-general in council or of the commander-in-chief in India, or of the general officer of the division.
- (b) By an officer commanding any detached portion of His Majesty's troops upon active service when in his opinion, it is not practicable, with due regard to discipline and exigencies of the service, that an offence should be tried by an ordinary general court-martial.

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429. *What is the composition of a summary general court-martial?*

I. A. W.,
91.

It shall consist of not less than three officers, who may be either British or native, or both British and native officers, as the officer convening the court thinks fit.

430. *What are the powers of this court?*

Do.
92.

It shall have all the powers of a general court-martial.

431. *What are the rules about carrying out the sentence of the court, and when is confirmation necessary, and by whom?*

Do.
92.

Subject to any instructions contained in the convening order, its sentence shall be valid and may be carried out forthwith in case it does not exceed that which a district court-martial is empowered to pass, and in any other case when confirmed by the authority convening the court.

432. *What punishments are awardable for abetment of offences specified in the I. A. W.?*

Do.
71.

Every person who abets within the meaning of the Indian Penal Code, any offence punishable under the I. A. W. may be punished with the punishment provided in these articles for such offence.

433. *By whom may a summary court-martial be held?*

Do.
93.

(a) By the commanding officer, being a combatant officer, of any corps or department of His Majesty's Indian Forces, or of any detachment of those forces.

(b) By the commanding officer of any British corps or detachment to which native combatant details, subject to the I. A. W., are attached.

434. *What is the composition of a summary court-martial?*

Do.
92 (2) & 102
(4).

The commanding officer holding it alone constitutes the court, but every summary court-martial shall be attended throughout by two commissioned officers,

British or native. An interpreter shall also attend ; but when no other competent interpreter is available, the officer holding the trial, or one of the officers in attendance may perform the duty of interpreter.

I. A. W.,
93 (4).

485. *What persons are triable by summary court-martial?*

All persons subject to the I. A. W. and under the command of the officer holding the court with the following exceptions :—

- (a) commissioned officers ;
- (b) medical subordinates ;
- (c) warrant officers.

G. O. 52 of
1886, cl. v.

N.B.—1. It is also advisable not to try persons bearing European names ; from the difficulty in determining their legitimacy, the liability to trial by summary court-martial of such persons is always doubtful, and a mistake in this respect is fatal.

- 2. Any member of an army hospital corps may be tried by summary court-martial by any officer authorised, in this behalf, by the officer commanding the division, brigade or station to which the alleged offender belongs.

I. A. W.,
94.

486. *What offences are triable by summary court-martial?*

Any offence punishable under the I. A. W. provided that when there is no grave reason for immediate action, and reference can, without detriment to discipline, be made to superior authority, a summary court-martial shall not try without such reference any of the following offences, *viz.* :—

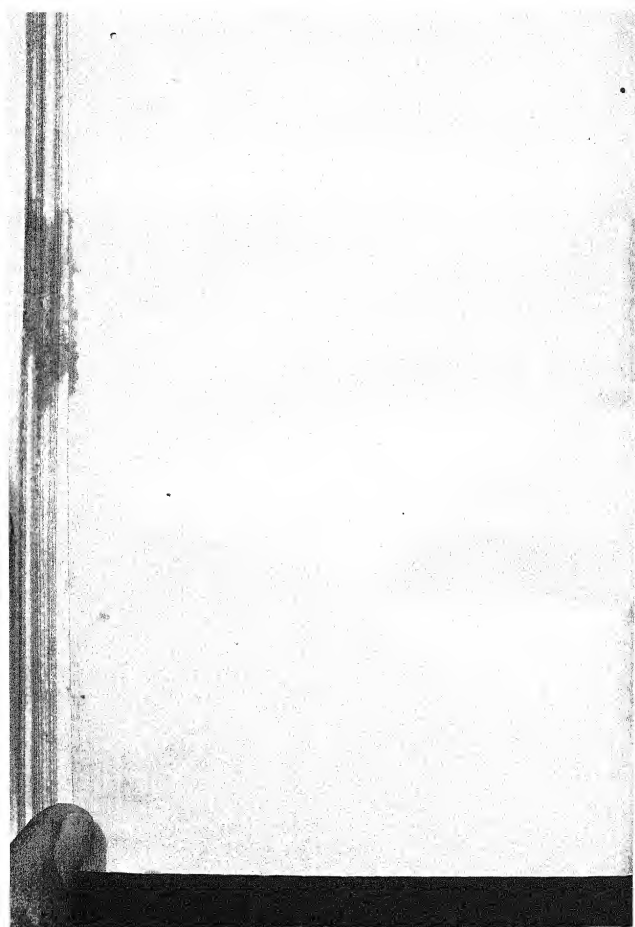
- (a) offences ordinarily punishable by general court-martial only (Articles 7 to 23 both inclusive) ;
- (b) (Articles 54 to 65 both inclusive) or Article 171 (civil offences) ;
- (c) offences against the officer holding the court.

Do.
95.

487. *What are the powers of a summary court-martial?*

- (a) When held by any officer commanding a corps or department, any sentence which can be passed under the I. A. W. except a sentence of death or transportation, or of imprisonment for a term exceeding one year.

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- (b) When held by any other officer, any sentence which can be passed under these articles, except a sentence of death or transportation, or of imprisonment for a term exceeding six months.

438. *How are the proceedings of a summary court-martial disposed of?*

I. A. W.,
97.

The proceedings shall, when closed, be signed by the commanding officer, the officers attending the trial and the interpreter, and shall be forwarded without delay to the staff officer of the officer commanding the brigade in which the trial was held.

439. *On what grounds may the trial of a summary court-martial be set aside, and by whom?*

Do.

The officer commanding the brigade in which the trial was held, or the general officer of the division, or the commander-in-chief in India, or, when the court is held in a force not attached to a division, the officer commanding the force, is authorised to set aside the proceedings for reasons based on the merits of the case, but not on any merely technical grounds.

440. *By whom may any sentence awarded by summary court-martial be remitted wholly, or in part?*

Do.
160.

By the governor-general-in-council, or, when the person has been convicted of any other than a civil offence, by the commander-in-chief in India or the general officer commanding the division.

441. *How are the officers on a summary court-martial sworn or affirmed?*

The commanding officer and interpreter make the usual oath or affirmation down to the words "published by authority" and "custom of war in the like cases" respectively. The officers in attendance shall not, as such, be sworn or affirmed.

442. *What are the rules regarding the award of solitary confinement as a punishment?*

Do.
133.

A sentence of solitary confinement should be limited to fourteen days at a time, and there shall be between the periods of solitary confinement, intervals of ordinary

imprisonment, at least equal to the period of solitary confinement, and when the imprisonment awarded shall exceed three months the solitary confinement shall not exceed seven days in any one month of the whole imprisonment, with intervals between of at least seven days.

I. A. W.,
134.

443. *Is it necessary to sentence a non-commissioned officer to reduction to the ranks prior to awarding corporal punishment or imprisonment?*

No, a non-commissioned officer sentenced to corporal punishment or imprisonment shall be deemed to be reduced to the ranks.

Do.
139.

444. *To what extent are stoppages awardable by court-martial?*

They shall not be awarded whether under one or more than one sentence, to a greater extent than one-half of the offender's monthly pay and allowances; and shall not be so awarded as to extend beyond one year.

Do.
182.

445. *May stoppages be carried out on a decree from any civil court, etc.?*

No.

Do.
141.

446. *What is the form of wording of a sentence of death?*

A general court-martial in awarding a sentence of death shall at its discretion direct that the offender shall—

(a) "Suffer death by being hanged by the neck until he be dead," or

(b) "suffer death by being shot to death."

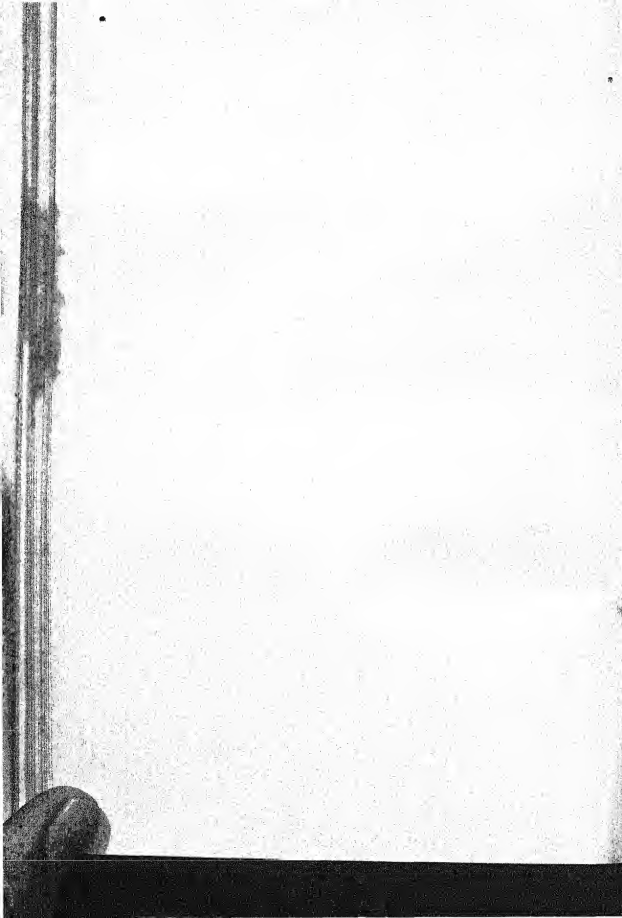
Do.
89 B.

447. *To what extent may the confirming officer mitigate, remit or commute the punishment awarded by a court-martial?*

He may mitigate or remit the punishment, or commute that punishment for any less punishment or punishments to which the offender might have been sentenced by the court-martial; provided that a sentence of transportation shall not be commuted to a

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sentence of imprisonment for a term exceeding the term of transportation awarded by the court.

448. *What is done with a man who has been sentenced to imprisonment with hard labour for a term exceeding 3 months?* I. A. W., 151 & 155.

He is sent off under escort to the nearest civil jail as a convict with a warrant of commitment* containing an authenticated copy of the said sentence, and he is struck off the strength of the regiment from the date of confirmation of such sentence (the vacancy thus caused is not however to be filled up permanently until the expiration of three months).

449. *On the release of the convict from jail, what is done with him?* Jail Manual, 246.

If he wishes to go to his home by rail the superintendent of the jail will give him a 3rd class ticket and 2 annas a day subsistence for each day of the journey. If he returns by road he will receive 2 annas per 18 miles of the distance to his home.

450. *May a sentence of less than three months' hard labour be awarded?* I. A. W., 151.

Yes, and in this case the confirming or superior authority, or in the case of a summary court-martial, the commanding officer holding the trial, may direct that the sentence shall be undergone in military (regimental) custody.

451. *When may a prisoner claim to be tried by British officers?* Do. (3) & (4) 86.

A prisoner may always claim trial by British officers, and in all cases the right of making such a claim shall, before the court is convened, be explained to the person under orders for trial by the commanding officer or some officer deputed by him.

452. *Who should conduct the proceedings of a general court-martial?* Do. 87.

Every general court-martial shall be attended by a judge-advocate (or an officer appointed to act as such for the occasion), who shall conduct the proceedings.

* See Rules of Procedure, Appendix IV.

I. A. W.,
87 (4).

453. *Who should conduct the proceedings of district and regimental courts-martial, and what service must he have?*

A British superintending officer of not less than four years' service, *i.e.*, when these courts are composed of native officers.

454. *By whom may the charge be signed?*

By any officer except the interpreter. The president or superintending officer or a member of the court may not however sign the charge except 'for' the officer commanding, etc.

455. *Should the interpreter be present when the court is closed?*

Yes. The interpreter must be present in court, closed or otherwise, during the whole of the proceedings.

Do. 10.
(1) & (2).

456. *Should an interpreter be appointed to every court-martial?*

Yes. An officer should be appointed to every court-martial held under the I. A. W. as interpreter. If no officer is available for this duty *any competent person* may be appointed as interpreter to the court.

R. of P.
78.

457. *What are the rules about the appointment of a prosecutor to courts-martial held under the I. A. W.?*

A prosecutor should be appointed to every court-martial, other than summary, held under the I. A. W. If possible, no officer who is called as a witness should be appointed to act as prosecutor.

Do.
86 (c).

458. *If the prosecutor is required to give evidence, what is to be done?*

He must be sworn as the first witness for the prosecution after the delivery of his address, and give his evidence in detail.

Do.
42 (d),
note.

459. *When the finding of the court is "not guilty," what happens?*

The prisoner is returned to the guard-room, to await the confirmation or revision of the proceedings.

N.B.—This does not, however, refer to trials by summary general or summary courts-martial when the prisoner is released immediately on the conclusion of the proceedings.

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460. *What documents should be attached to the proceedings of all courts-martial?*

A. R. L.,
Vol. II,
34.

- (i) A certificate of health for the day of trial.
- (ii) A delay certificate (only required when there has been delay of over ten days in bringing the offender to trial).
- (iii) Certificate of solitary confinement (not necessary unless solitary confinement is included in the sentence).
- (iv) Certificate of stoppages (not necessary unless stoppages are awarded in the sentence).
- (v) Certified extracts from the court-martial book of previous convictions (if any).

461. *Write out a charge sheet for a district court-martial—crimes: disobedience and insubordination.*

CHARGE SHEET.

The prisoner, No. 1601, Private Shaikh Daud, 86th Carnatic Infantry, is charged with:—

First charge.—Disobeying the lawful command of his superior officer

in that
at Madras, on the 12th July, 1907, he disobeyed the lawful command of his superior officer, Subadar Abdul Khadir, of the same Regiment, to turn out for kit inspection parade, by not turning out.

Second charge.—Being grossly insubordinate to his superior officer in the execution of his office

in that
at Madras, on the 12th July, 1907, he said to his superior officer in the execution of his office Subadar Abdul Khadir of the same Regiment "I will not go to the guard-room by the order of a fool like you," or words to that effect.

To be tried by a district court-martial.

G. PETERS, CAPTAIN,

Brigade-Major, Madras Brigade.

FORT ST. GEORGE, }
Madras, 15th July, 1907. }

I. A. W.,
162.

462. *What procedure is taken when a soldier absents himself without leave from his duty?*

If any person subject to the I. A. W. is absent from his duty, without leave, for a period of sixty days, a regimental court of inquiry composed of British or native officers, or of both in conjunction, shall forthwith assemble and having received proof, *on oath or affirmation*, of unauthorized absence, and deficiency, if any, of the property of Government entrusted to his care, or of his arms, ammunition, equipments, instruments, clothing or necessaries, shall declare the same and the period thereof, and the said deficiency if any. The commanding officer shall record such declaration in the regimental court-martial book. *The original proceedings are then to be destroyed.*

I. A. C.,
Cl. 130 of
1886.

463. *What is meant by "absence on desertion"?*

Unauthorized absence which has been investigated by a court of inquiry, whose declaration has been duly recorded in the regimental books.

I. A. W.,
162 (2).

464. *If the person absent does not re-appear, what is the effect of the record in the court-martial book?*

This record shall have the legal effect of a conviction of desertion.

Do. (3).

465. *What is the effect of the record if the person surrenders or is apprehended?*

Such record, or the copy thereof signed by the adjutant, shall, on the trial, be presumptive evidence of the facts thereon recorded, and *on proof of the identity of the prisoner with the person therein mentioned*, he may be found guilty of desertion and of the deficiency, if any, therein recorded.

466. *Is it the custom as a rule to produce this record before a court-martial?*

No. It is not usually produced, as direct evidence of desertion and deficiency of kit, etc., is generally obtainable.

I. A. W.,
154.

467. *Does a soldier in confinement under sentence of court-martial, or in consequence of a punishment by his commanding officer, or awaiting trial, draw any pay during such confinement?*

No. Any such person confined in any place whatsoever whether as a punishment by his commanding offi-

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cer, or under any charge of which he is subsequently convicted, shall, during such confinement, forfeit all pay and allowances and be entitled to subsistence only.

468. *By whom may a prisoner be pardoned?*

I. A. W.,
160.

(a) By the governor-general in council.

(b) (When the person has been convicted of any offence other than a civil offence,)—by the commander-in-chief in India, or the general officer of the division.

469. *By whom may non-commissioned officers be reduced to a lower grade or to the ranks (i.e., without trial)?*

Do.
164.

The commander-in-chief in India, the general officer of the division, the officer commanding any force not attached to a division, and the officer commanding a brigade, shall have power to reduce to a lower grade, or to the ranks, any non-commissioned officer under their respective command.

470. *May any of the minor punishments laid down in A. R. I., Vol. II, be awarded by a court-martial?*

Do.
165.

No.

471. *May any person be tried twice for the same offence?*

Do.
180.

No. Any person who has been acquitted or convicted either by a court-martial or by a civil court, of any offence, shall not again be tried or punished for the same offence by a court-martial. But any such person may be dismissed the service.

If however the accused is acquitted or convicted of an offence by a court-martial, or dealt with summarily for it, he can be tried again for the same offence by a criminal court, provided the offence is a civil one.

472. *What is the general custom with regard to the award of simple imprisonment by summary courts-martial?*

Now that imprisonment with hard labour can be carried out in military custody, the sentence of simple imprisonment should not, as a rule, be given.

A. R. I.,
Vol. II,
23.

73. *What are the rules about junior officers on first appointment attending courts-martial?*

They are to attend all courts-martial held in the regiment to which they are attached for one year, to learn the duties of superintending officer and interpreter, etc.; they are not, however, to remain in court when it is cleared for deliberation.

I. A. W.,
88.

474. *How is the president of a court-martial appointed, and what happens if he is unavoidably absent at the time of trial?*

The senior officer shall sit as president without special appointment as such, and in case of his absence, the next senior officer shall take his place and the trial shall proceed, provided the court is still composed of not less than the minimum number of officers of which it must consist.

c(xix)—MUSKETRY INSTRUCTION.

Musky. Instr.,
N. A., 128.

475. *Should British and Native officers learn to be good shots, and why?*

Yes, as nothing makes a greater impression on the men, or has a better influence on their musketry instruction than a practical illustration of what is required of entire them.

Do. 129.

476. *To whom and for what is the commanding officer responsible?*

To the general officer commanding the brigade for the musketry training of his regiment.

Do.

477. *What does the value of a regiment in war depend upon?*

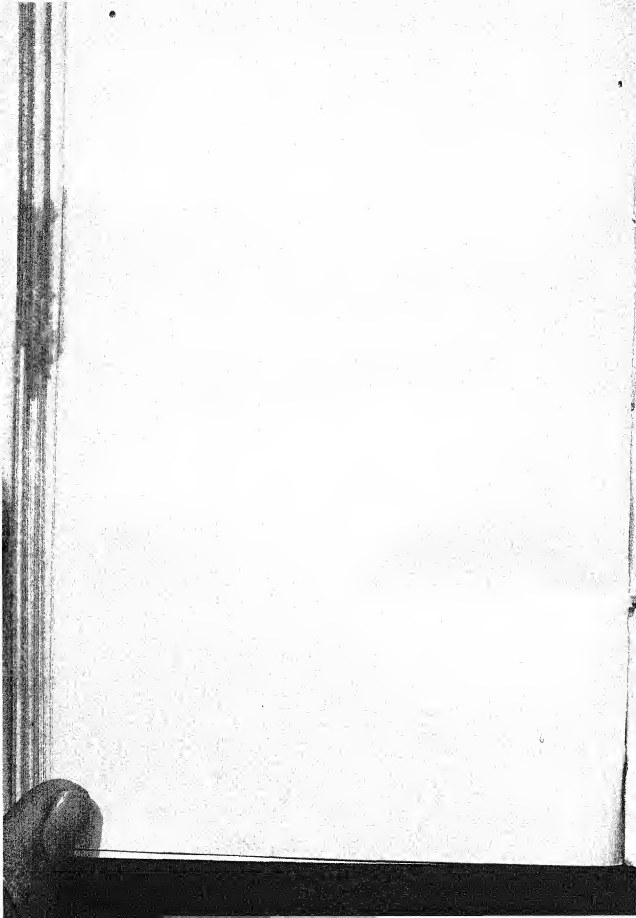
Its efficiency in shooting.

Do.

478. *How are the services of N. O's and N.-C.O's utilised on their return from a course at a school of musketry?*

The C. O. will ensure that full advantage is taken of their musketry knowledge by attaching them to squadrons or double-companies where their services are most needed as instructors.

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479. *What are the duties of a squadron or double-company commander as regards the musketry training of his squadron or double-company?* Musky. Instr., N. A., 130.

He will be held responsible for the musketry efficiency of his unit. He will arrange for systematic and progressive instruction and take steps to establish a high standard of knowledge and of efficiency as instructors in his British and Native officers and N.-C. O's. He will see that the individual intelligence and initiative of his men is cultivated.

480. *What is required of squadron and double-company officers?* Do 131.

They must be able to assist the squadron or double-company commander in the musketry training, and must be efficient in imparting instruction and in drilling; they should also have a thorough knowledge of the musketry regulations.

481. *What examination should be held for non-commissioned officers, and when especially?* Do. 134.

They should be examined periodically, by an officer of their squadron or double-company to ascertain that they are proficient instructors. This is especially to be done after return from furlough or leave.

Every soldier on first appointment to the N. C. grade is to be trained in communicating drill, judging distance practice, in the firing exercise and in aiming drill until he has been passed as efficient by a British officer.

482. *Describe a recruit, and a trained soldier.* Do. 136.

A soldier is termed a recruit in a musketry sense until he has completed Table A, when he is called a trained soldier.

483. *May any N.-C. O. be detailed to drill a squad in the firing exercise?* Do. 134.

No, under no circumstances is any N.-C. O. allowed to do so unless considered thoroughly qualified.

484. *What may be done in case of weakness of sight of the right eye in a sepoy?* Do. 137.

Spectacles may be worn, and the man may be allowed to fire from the left shoulder, if from any weakness of the sight of the right eye he may find it necessary to do so.

Musky. Instr.,
N. A., 204.

485. *What are the qualifying points to be obtained by a recruit at the following distances in Deliberate Independent, viz.:—300, 500, 600 and 700 yards?*

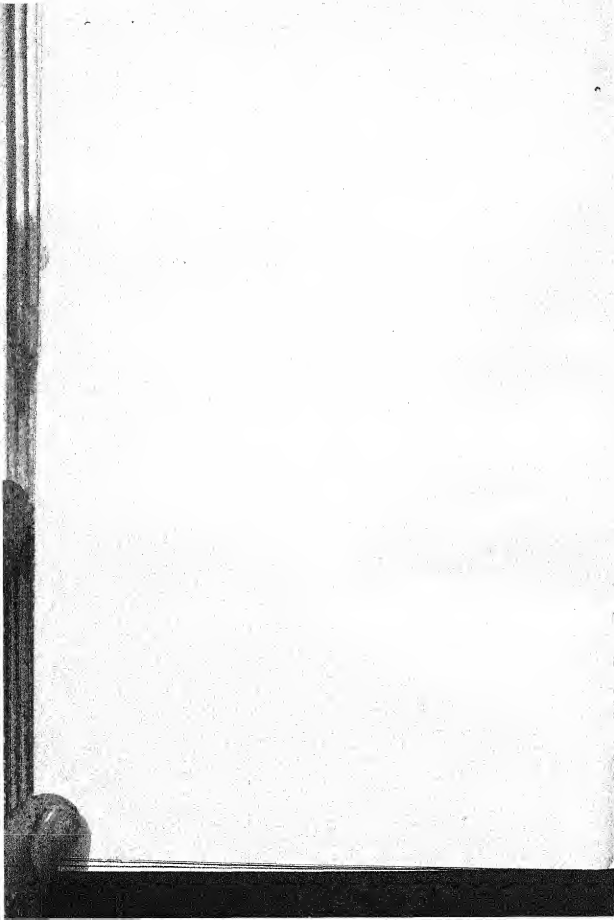
Infantry & Cavalry.

300 yards	...	18 points.
500 "	...	18 "
600 "	...	16 "
700 "	...	16 "

Do. 200.

486. *What is done when a recruit fails to obtain the minimum number of points at any distance?*

He is not to be passed on to the next distance until he has qualified.



Musky. Regs.,
N. A., Table
B & 223.

488. *Mention the distances, position and number of rounds fired in the first period (Part I) annually by a trained infantry soldier?*

No. of Rounds.

Position.

200 yards	...	Seven at each distance.	... Kneeling or sitting.
500 " Do
800)	"		... { Lying.
1000)	"		
200 " Standing.

Do. 216.

489. *How many rounds may be fired in one day?*

This is left to the discretion of the commanding officer.

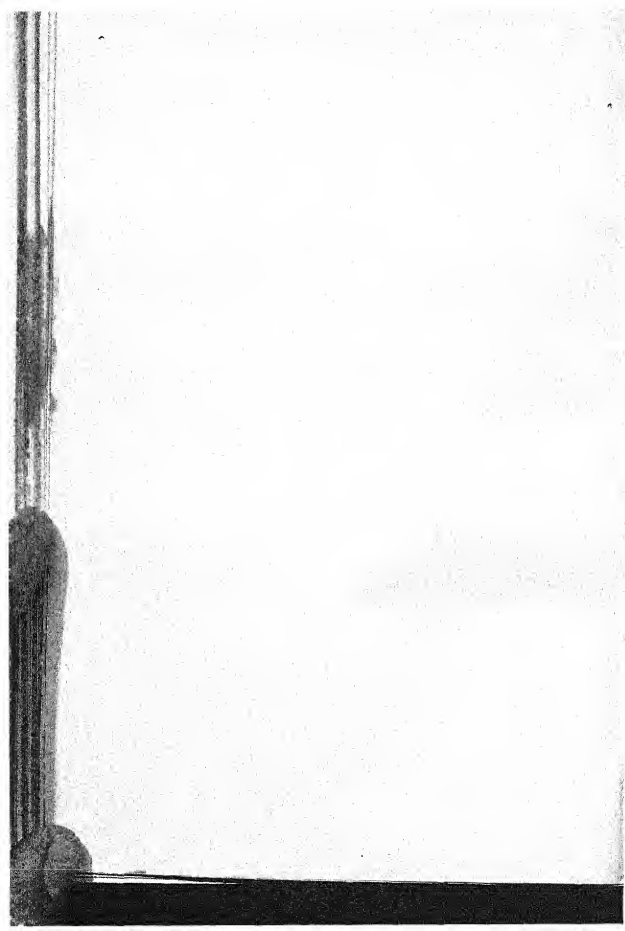
Do. 223.

490. *Mention the description of target, distances, No. of rounds and position of the magazine independent practices in Part II.*

Description of Target.	Distance in Yards.	No. of Rounds.	Position.
1. † Vanishing head and shoulders.	200	5	Any. Target exposed 4 seconds.
2. † Fixed head and shoulders.	200	5	The firer crouching behind cover at the loading position, momentarily exposes himself sufficiently to fire a rapid shot without necessarily aligning the sights. 3 seconds allowed.
3. † Falling plates each not exceeding 12" x 12" of any colour.	250	5	Any. behind cover, 30 seconds allowed. Each man will be given 5 targets to fire at, placed at least 3 ft. apart.
4. † Moving target 4 ft. high 2½ ft. broad.	about 200	6	Any, behind cover, 2 shots at each backward and forward run.
5. † Ditto	about 250	6	Ditto.

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490. (continued)

Musky. Regs.,
N. A., Table
B & 223.

Description of Target.	Distance in Yards.	No. of Rounds.	Position.
6. † Vanishing head and shoulders.	about 200	5	Any, behind cover, a target to appear at intervals of 5 seconds, each time at a different place and remain exposed 4 seconds.
7. Fixed head and shoulders, one target for each man firing.	about 400	1 minute magazine fire not exceeding 15 rounds.	Any, behind cover, targets must be placed at least 6 ft. apart.

NOTE.—In these practices † the rifle must not be brought to the 'present' till the target appears, or the order or signal to commence firing is given.

491. *What points must a smpoy obtain in order to become a marksman, a first-class shot and a second-class shot, respectively?*

Do.

Infantry and Cavalry.

Marksman ... 125.
First-class shot ... 110.
Second-class shot ... 100.

No man will be classified as a marksman (even though the aggregate of his best scores exceeds 125), unless he has made the qualifying number of points at each of the five practices in Part I and at least an aggregate of 30 in Part II.

Similarly no one will be classified as a first class shot unless he has made the qualifying number of points in each of the five practices of Part I, and at least an aggregate of 20 in Part II.

Musky. Regs.,
N. A., Table
B, 229 & 230.

492. *What miscellaneous and field practices are executed annually by the trained soldier?*

Commanding officers will arrange for schemes being made out by double-company commanders and will allot ammunition as they think advisable. These practices should be carried out off the range, if possible, and most of them should be executed in conjunction with company training. All schemes must be approved by the G. O. C. the Brigade.

Do. 115,
116 & 264.

493. *How is the range determined in the absence of range finders?*

The range must be judged by trial volleys and the ranging done with one elevation. If several units were to fire with various elevations it would be impossible to select the elevation which was correct. It may also be found by a machine gun, or ascertained from the artillery in action.

Do. 117.

494. *State when volleys, and independent, respectively are usually employed?*

After a few volleys have been fired to determine the range, it will usually be found advantageous to use controlled independent fire.

Do.

495. *What are the disadvantages of volley firing?*

Results not so good as from independent, would be a waste of ammunition in war in hilly or rocky countries where the objective usually seen is a few men exposing their heads to fire from behind cover, or rapidly moving from cover to cover. The enemy seeing rifles raised or hearing the command for a volley will take cover as the triggers are pressed, and in his turn will pour in a heavy fire whilst our men are reloading.—not so demoralizing as independent fire.

496. *What is a fire unit?*

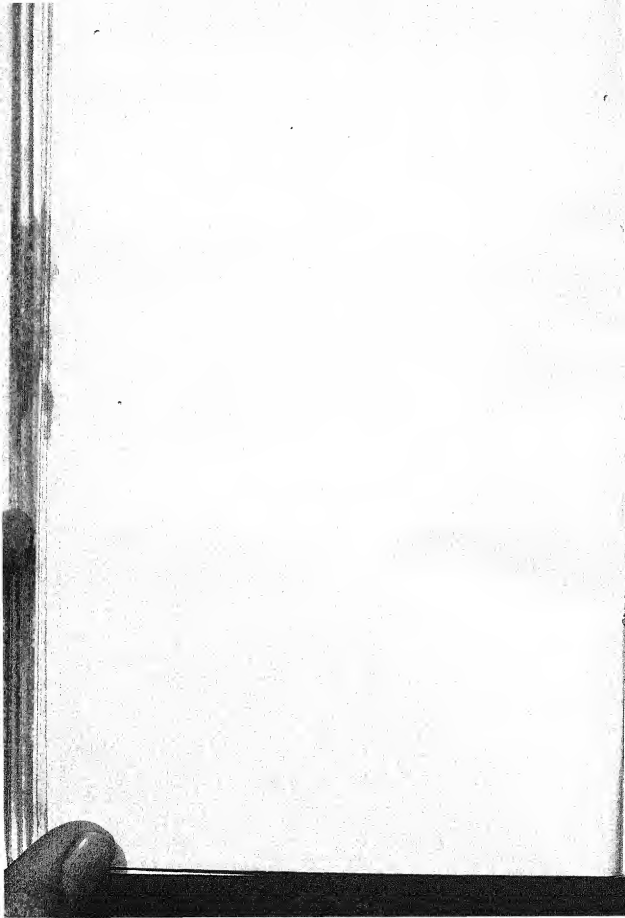
A fire unit is that body, whose fire is controlled by the executive command of one leader. In skirmishing it is usually the squad. In close formations it may be any body of men up to a company.

Do. 119.

497. *What are the chief advantages of controlled fire?*

- (1) It enables fire to be concentrated on those objects which are tactically of most importance to be fired on, and objectives to be changed as required.

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- (2) It admits of range being found by trial volleys.
- (3) It allows of sights being correctly set and altered as required.
- (4) It enables pauses to be made to admit of orders being passed and manœuvres carried out.
- (5) It enables the expenditure of ammunition to be regulated.
- (6) It steadies the men and is an aid to discipline.

498. *When is the whistle used and what should the men do on hearing it?*

Appx. to
Training
Manuals,
S. 83.

A long shrill whistle is used as a signal to at once discontinue fire (it is not usually required when firing volleys). It may be merely a temporary suspension in order to change objective, description of fire, or sighting, etc., and to create short pauses for the purpose of steadying the men.

The soldier on hearing the whistle will close the breech if necessary, bring the rifle to the loading position, raise or turn the safety catch completely over to the rear, as the case may be, and await orders.

The command "Cease fire" is the verbal equivalent of the long whistle, and may be used by a section or squad commander in lieu of a whistle when he has not one.

499. *How is the long range sight adjusted?*

Do. S. 84.

Bring the rifle to the loading position and hold it so that the dial can be clearly seen. Move the pointer to the place on the dial giving the elevation for the distance named and then raise the aperture sight. Lower the aperture sight, move the bead to its bed, and order arms.

500. *What is the object of rifling a barrel and what is its effect?*

Do. S.

To enable an elongated bullet to be used and to give a spin to the bullet on its longer axis, the effect of which is to keep the point foremost.

501. *What is 'jump'?*

The jump is the name given to a movement and vibration of the rifle barrel caused by the explosion of

the charge and the passage of the bullet along the spiral grooves of the barrel.

502. *What effect has this on the bullet?*

In all Lee-Enfield and Lee-Enfield rifles the 'jump' deflects the bullet both upwards and to the left.

503. *Is this allowed for in the sighting?*

Yes, by setting the foresight to the left of the axis and graduating the backsight.

Appx. to
Training
Manuals,
S. 18.

504. *What is 'Drift'?*

The drift is the term used to express the lateral deviation of the bullet after it has left the barrel.

Do.

505. *What is the cause of this drift?*

The left-handed rifling of the service rifle causes the bullet to rotate from right over to left, and, owing to gyroscopic action the point works over slightly to the left. The consequent increased air pressure on the right side of the bullet therefore forces it to the left.

Do. S. 17.

506. *Is this allowed for in the sighting?*

No.

Do. S. 19.

507. *What effect does fixing the bayonet have on the course of the bullet?*

It causes the bullet to drop and go to the right as follows:—

at 600 yards about 6" drop and 2" to the right.

500	"	"	5"	"	"	1"	"
400	"	"	4"	"	"	1"	"
300	"	"	3"	"	"	1"	"
200	"	"	2"	"	"	6"	"

Do. S. 20.

508. *Is the shooting of the rifle affected by resting the muzzle, or any portion of the stock, on earth or other substance?*

For practical purposes. No.

Do. S. 23.

509. *What effect has wind upon a bullet, and how do you make allowance for it?*

Wind causes much trouble to the shooter, a side wind has the most effect upon a bullet and tends to send it right off the target; a wind blowing from the front increases the resistance to the bullet and more elevation

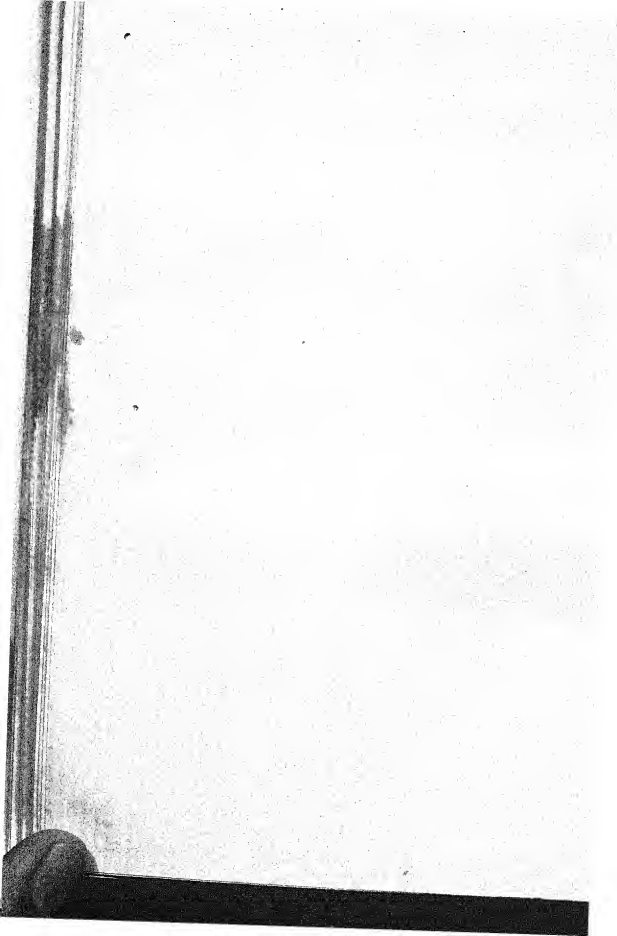
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is required, and *vice versa* with a wind from the rear. It is not possible to lay down any hard and fast rules for making allowance for wind: nothing but experience and observation of the strike of the bullets will teach a soldier the necessary allowance to be made for winds of varying strength and direction.

510. *What are the three rules of aiming drill?*

First.—The backsight must be kept upright.

Second.—In taking aim the left or right-eye must be closed, according to the shoulder from which a man shoots.

Third.—Aim must be taken by aligning the sights on to the centre of the lowest part of the mark, the tip of the foresight being in the centre of and in line with the shoulders of the V of the backsight.

511. *What is the object of blank-firing?*

To accustom the recruit to the explosion of the charge and to give him steadiness before he uses ball cartridge.

512. *By whom must any firing be superintended?*

A British or Native officer.

513. *When may firing be superintended by a native officer?*

Deliberate independent target practice may, at the discretion of the commanding officer, be superintended by a native officer, also rifle matches, club shooting, private practice, and the repetition of 3rd-class shots. All other target practice, both of recruits and trained soldiers, must be superintended by a British officer.

514. *When should a native officer be in the butts, and what are his duties?*

During all practices. Previous to the commencement of any practice he will examine the targets to see that they are correct and that there are no uncovered bullet holes on the face of them. At the conclusion of the practice he will personally count the hits on each target and signal them to the firing point.

He will mark each bullet hole as he counts it with a coloured pencil and before leaving the targets he will see that they have all been pasted over.

Appx. to
Training
Manuals,
S. 32.

Musky. Regs.,
N. A., 105.

Do. 142.

Do. 133.

Do. 148

- Musky Regts., 515. *Is any distinguishing dress to be worn by officers and other ranks on duty at the butts?*
N. A., 153.

Range blouses of red material (or some bright colour) should be provided for the use of officers and other ranks on duty at the butts as a safeguard against accidents. Khaki is not to be worn on this duty, and no one is to be in the butts without a range blouse on.

- Do. 170. 516. *When are previous practice or sighting shots allowed?*

In the individual firing of the annual course, previous practice or sighting shots are allowed if ammunition can be found regimentally for the purpose, but if they are to be of any use, each man must fire his sighting shots immediately before his regulation practice and before conditions of wind, etc., are changed. The value of the sighting shots will be recorded on the register, and added to its total with a view to comparing the register with the target, but they will not be credited to the soldier in his score nor to the total of the section in making out the percentage obtained.

- Do. 175. 517. *What is an important rule with regard to the adjusting of a man's backsight?*

No one is to be allowed to adjust the backsight of a soldier's rifle for him when at practice, it being necessary that every man should learn how to correct his elevation himself.

- Do. 180. 518. *How is the percentage obtained in all practices, both individual and collective?*

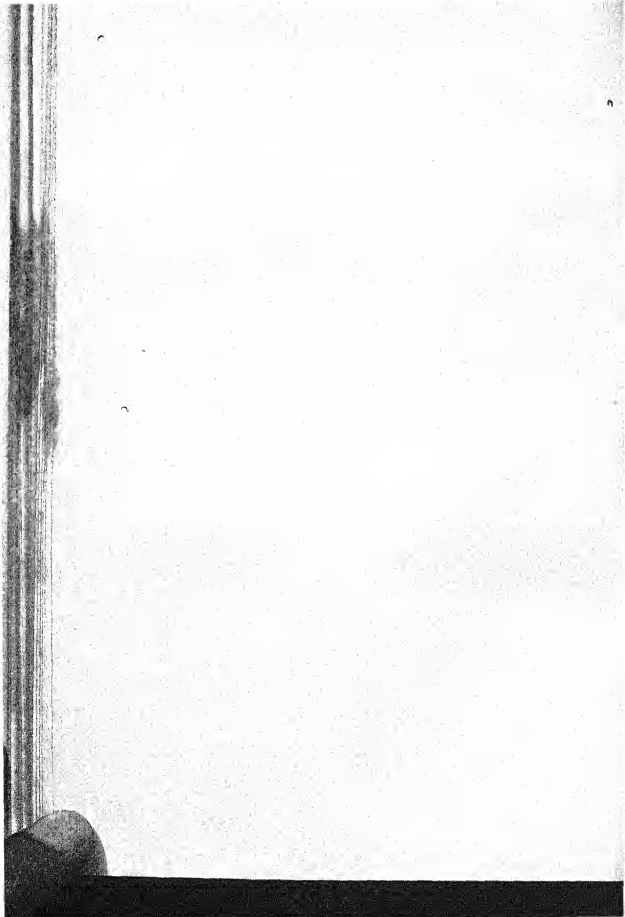
Individual Practices.—Multiply the number of points obtained by 100 for a dividend and multiply the highest possible score *per man* by the number of men for a divisor; the quotient gives the percentage required and will be worked out to 1 place of decimals. In independent firing the percentage will be calculated on the rounds to count for classification, each man's best score only being taken into account.

Field Practices.—Multiply the number of hits by 100 and divide by the number of rounds fired.

- Do. 185. 519. *Who provides the targets, and how are they to be made?*

Targets are provided from the lead and cartridge case fund (to which squadron and double-company commanders pay Rs. 5 per mensem for the purpose). They

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must consist of wooden frames covered with common canvas or cloth and paper on which the bull's-eyes are either pasted or painted and the remaining divisions outlined with a pen or pencil. Iron framed targets are not to be used.

520. *Who allots the ammunition for brigade field firing?* Musky. Regs., N. A., 231.

The G. O. C. the brigade will notify what proportion of ammunition he wishes reserved for this practice (not more than 10 rounds a man, of those qualified to perform field practices, should be allotted as a rule).

521. *Should range finders be used at field practices?* Do. 262, 263.

Yes, mekometers should be freely used to get the range with and to keep range-takers in practice.

522. *Give an outline of how you would set to work to teach a recruit how to judge distance.* Appx. to Training Manuals, S. 48

(a) Develop the mental powers of a recruit by requiring him to give a brief description of anything he may have observed whilst marching to and from his drills.

(b) Place the recruit in a position he would occupy on service and require him to count figures painted different colours, placed in the open at gradually increasing distances in varying positions and with different backgrounds; and subsequently, to demonstrate how motion catches the eye, figures or fatigue men appearing at brief intervals and firing a round of blank ammunition.

(c) As progress is made place fatigue men, etc., behind natural features at varying distances mostly under cover and make him judge the distances under various aspects as regards light and shade, position of the sun, etc.

523. *When is judging distance practice carried out, and by whom? Mention the objectives, etc.* Musky Regs., N. A., 259, 261.

All British and native officers, N.-C. O's and men will be frequently practised. Instead of being specially paraded for the purpose, they should on every occasion when the squadron or double-company is under instruction in the field, be made to estimate the distance of

objects within view, adjust sights and aim at them. the men kneeling or lying behind cover as they would be on service. The objectives should be troops, mounted officers, vedettes, etc., or objects such as a bridge, edge of a wood, etc. The correct distance must be ascertained by a range finder, taken off a map, or paced. No record will be kept of the answers.

Musky Regs.,
N. A., 266.

524. *What amount is allowed by Government annually for prizes for good shooting?*

Ten annas is sanctioned for each trained soldier exercised through the annual course of independent firing, and also a sum of Rs. 20 for each regiment of native infantry, all the companies of which have been exercised in Table B.

Do. 322.

525. *What number of rounds are to be fired annually with the revolver, and by whom?*

'Twenty-four rounds by all British and native officers and soldiers of cavalry, of whose equipment a pistol forms a part.

(FOR CAVALRY CANDIDATES ONLY.)

d (xv)—VETERINARY TREATMENT.

I.—STABLE MANAGEMENT.

526. *What is the first essential in all stables?*

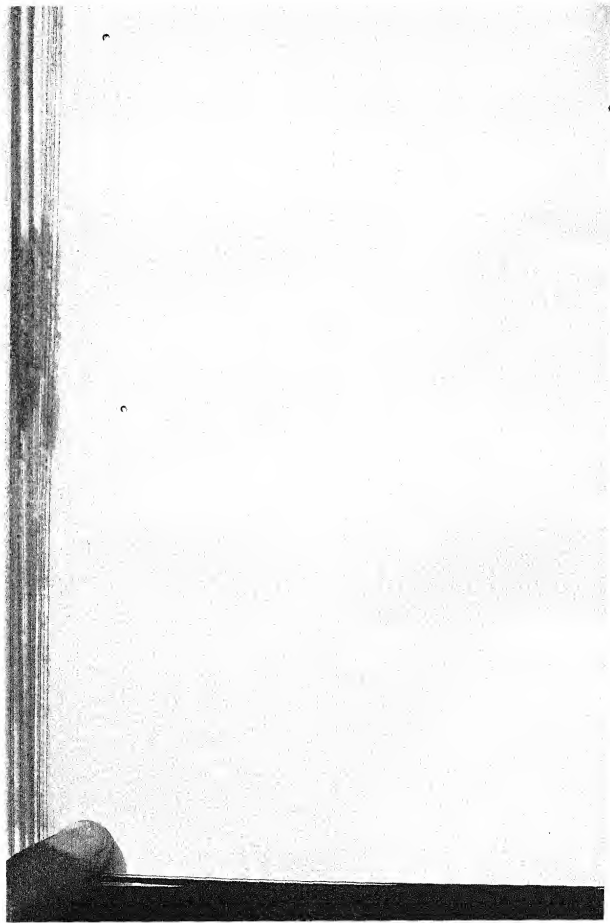
That they should be kept clean, well ventilated and well drained.

527. *What article makes the best bedding, and how often should this be renewed?*

Clean straw—the solid portions should be removed daily and fresh straw added in its place. The bed should be shaken up and put in the sun to dry every day. Some horses eat their bedding, in which case the amount eaten must be renewed daily.

528. *How are young horses induced to lie down at night, and what is the advantage of this?*

By placing an abundant supply of clean litter in their stalls. Resting comfortably improves their condition and reconciles them to strange stables and saves their legs.



529. *How should horses be treated on return from exercise?*

They should be immediately dried and groomed.

530. *When should horses be watered?*

Before being fed on grain, and never on any account when they are over-heated or fatigued from work: when convenient about one hour between watering and feeding should be allowed.

531. *How should gram, as a rule, be prepared before being given to a horse?*

It should be crushed or bruised and sprinkled with water, or damped. Crushed grain should on no account be soaked in water, as when so treated, it ferments.

532. *How many feeds should be given to a horse in the day?*

Three, or preferably four equal feeds during the day, the grass being given after each feed.

533. *Is gram to be given all the year round?*

No—in the hot weather barley, bran or Indian corn should occasionally be substituted. A feed of bran once or twice a week in lieu of the usual ration is at times very beneficial. Salt should also be given, (one oz. *per diem*) sprinkled over the ration.

534. *What description of grass should be used?*

"Dhoob" grass is the best variety and should alone be used, when obtainable. Care should be taken that grass is cut from clean, dry cultivated land, and all such as may grow on swampy land, under water, etc., avoided.

535. *What other precautions should be observed with regard to grass?*

See that the grasscutters do not dip the grass in water before bringing it into the lines, as they are apt to use dirty water for the purpose. The grass when brought in should be dried in the sun, and then after being thoroughly cleaned, stacked for use as required.

536. *What is the usual feed of grass for a horse?*

Twenty pounds of dry grass *per diem* for a troop horse.

II.—DISEASES AND INJURIES.

587. *What are the general causes of diseases of the bowels, etc.?*

Bad or indifferent forage and careless feeding and watering, also foreign bodies in the food, and chills.

588. *What are the causes of chest diseases?*

Badly drained or ventilated stables, over-exertion, insufficient clothing, exposure, general carelessness of syces, etc.

589. *What causes skin diseases?*

Itch, etc., are caused as a rule by excess of heating food and careless grooming, overcrowding in troop stables. Skin diseases are also contagious.

540. *How are diseases of the feet caused? Name some.*

Thrush, sand crack, corn, etc., all are caused through bad stable management, bad shoeing, and general neglect of cleanliness.

541. *How are injuries such as sprains, etc., caused?*

Overwork, or hard work when the animal is not physically fit for it, and also by accidents.

III.—TREATMENT.

542. *In what manner can the cavalry officer assist to prevent diseases and sickness among the horses under his charge and thus render professional treatment more or less unnecessary?*

Treatment of diseases hardly comes within the scope of the ordinary cavalry officer's duties, but he may do a great deal towards prevention of diseases, by careful personal supervision of the watering, feeding, grooming and periodical inspection of the legs and feet of the horses under his charge. The experience of his own personal observation will teach him a great deal more than is within the province of this book to enter.

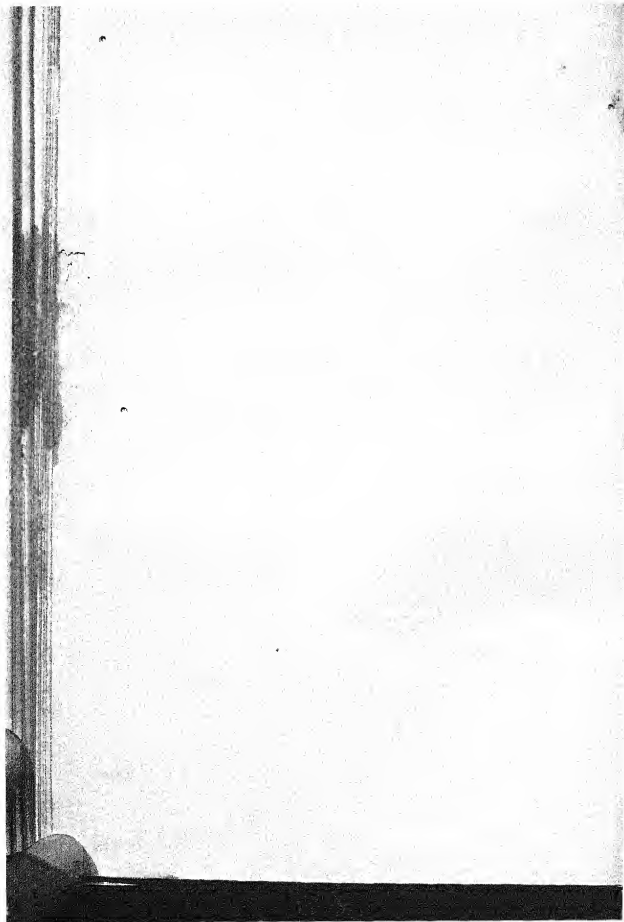
IV.—SHOEING.

543. *What does the outer case of the foot consist of?*

It consists of three parts, viz., the crust (or wall), and bars; the sole, and the frog.

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544. *What is the object of good shoeing?*

To preserve these parts as far as possible under natural conditions.

545. *Should the crust or wall be rasped, and what is the effect of doing so?*

No—the outside should not be rasped as it weakens the horn and renders it liable to become brittle and contract such conditions as sand crack, false quarter, etc.

546. *In shoeing a horse, how then should the hoof be shortened or lowered?*

By rasping the lower or ground surface of the crust from underneath.

547. *After a sufficient portion of the lower surface has thus been removed, what next must be done before the new shoe is applied?*

The ground surface must be made perfectly level and the sharp edge round the exterior circle should be removed by the rasp.

548. *What should be done with the bars in shoeing, and what is the result of cutting them off?*

They should be left alone—if cut off (as is the usual practice with most farriers)—the heels become contracted.

549. *How should the sole be treated?*

This should also be left alone, i.e., in feet that have been properly cared for and are in good condition.

550. *What are the two principal uses of the frog?*

First—To receive the weight of the horse and lessen the jar or concussion caused by his movements.

Second—To prevent the horse from slipping.

551. *Should the frog be pared at the time of shoeing?*

Not as a rule, but if the frog is unhealthy, thrush is likely to set in unless the jagged portions are removed and the inside thoroughly cleaned, but the farrier should never be allowed to cut down the frog otherwise.

552. *How may thrush and other diseases be kept out of the foot?*

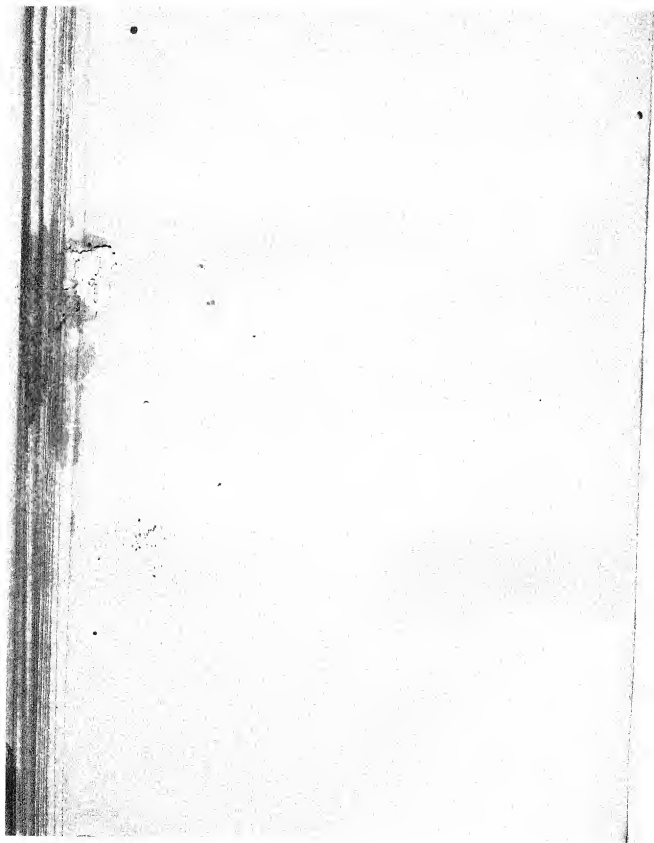
These are generally caused through dirt and allowing a horse (especially if his feet are not sound) to stand in his own dung and urine, etc., hence it is essential that the stall should be kept clean and also that the foot should be picked out at every stables.

V.—FITTING OF SADDLERY.

553. (To be exemplified practically by cavalry candidates.)

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APPENDIX "A."

*Form of order for the assembly of a District Court-martial under the
Indian Articles of War.*

Brigade orders by Brigdr.-Genl. _____

I. A. F. D 916
and Gazette
of India,
No. 633 of 1905.

Commanding the _____ Brigade

(Place and date) _____

Judicial
Courts-martial. The detail of officers as mentioned below will
assemble at _____ on the _____
day of _____ for the purpose of trying by a District
Court-martial (composed of British Officers under the provisions
of the 86th Indian Article of War) the prisoner (prisoners) named in
the margin (and such other prisoner or prisoners as may be brought
before them).

Members.

* If the prison- er has elected to be tried by British Officers.	{	The—regiment will furnish 1 Major.
		Do. do. do. 2 Captains.
		Do. do. do. 1 Subaltern.
		Do. do. do. 1 Subaltern.

or

If the prison- er elects trial by Native Officers.	{	The—regiment will furnish 2 Subadars and
		1 Jemadar.
		Do. do. do. 1 Subadar and 1 Jemadar.

(Five † officers are not, due regard being had to the public service
available.)

The senior Officer to sit as president.

* The convening officer may also direct that the prisoner shall be tried by
British Officers.

† This remark to be entered only when the Court is composed of three officers.

*Superintending Officer.**

Capt.———Regiment is appointed Superintending Officer.

Prosecutor.

Lieut.———Regiment is appointed Prosecutor.

Interpreter.

Lieut.———Regiment is appointed Interpreter.

The prisoner (prisoners) will be warned, and all witnesses duly required to attend.

The proceedings (of which only one copy is required) will be forwarded to the Brigade-Major——Brigade.

Signed this _____ day of _____

CAPTAIN,

Brigade-Major——Brigade.

Note.—The original order as above, and not an extract should be forwarded to the President (or Superintending Officer) for attachment to the proceedings.

APPENDIX "B."

Procedure to be adopted when troops are called out in aid of the civil power.

A. R. I., Vol II,
574.

Item 813, I. A. F.
Z 2000.

No. 395C dated
22nd May, 1907
from C. O. S.

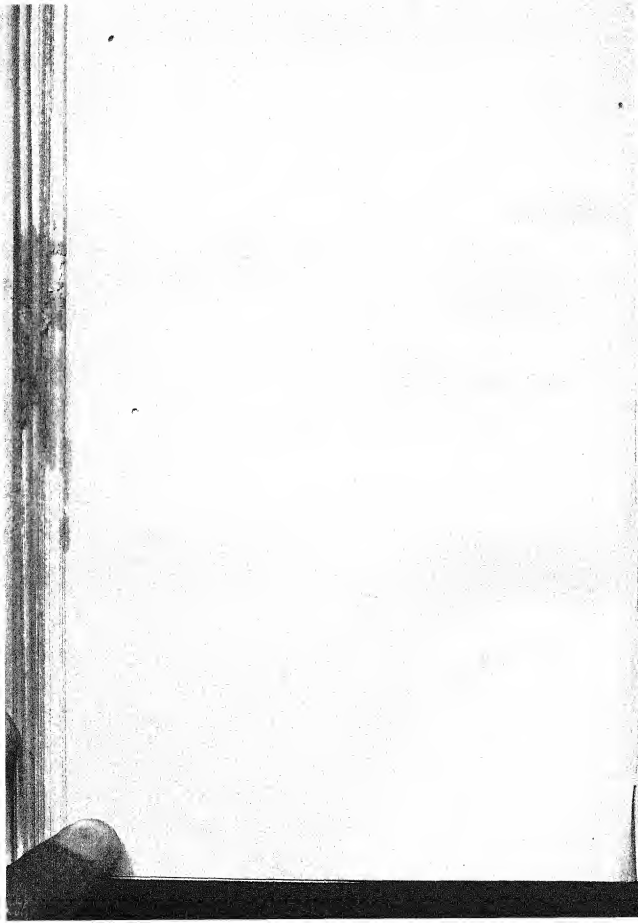
1. The officer commanding the station will immediately send a report by telegram direct to the Chief of the Staff and to the Secretary to the Army Department repeating the same to the A. G., Q. M. G., Brigade Commander, Divisional Commander and D. A. G.

2. The Officer commanding the troops will also send a daily progress report, in writing, to the Chief of the Staff and to the Officer commanding the station from which he was detached.

3. In addition to the above, the O. C. troops must also wire all movements, and anything of importance as they occur, to the above-named officials.

* Only to be appointed in the case of Courts composed of Native Officers.

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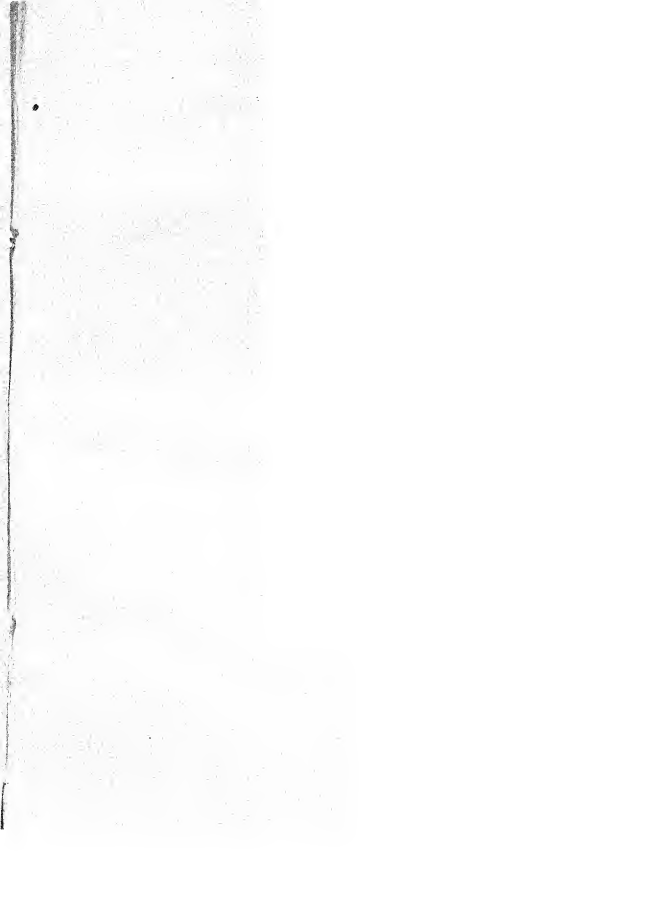
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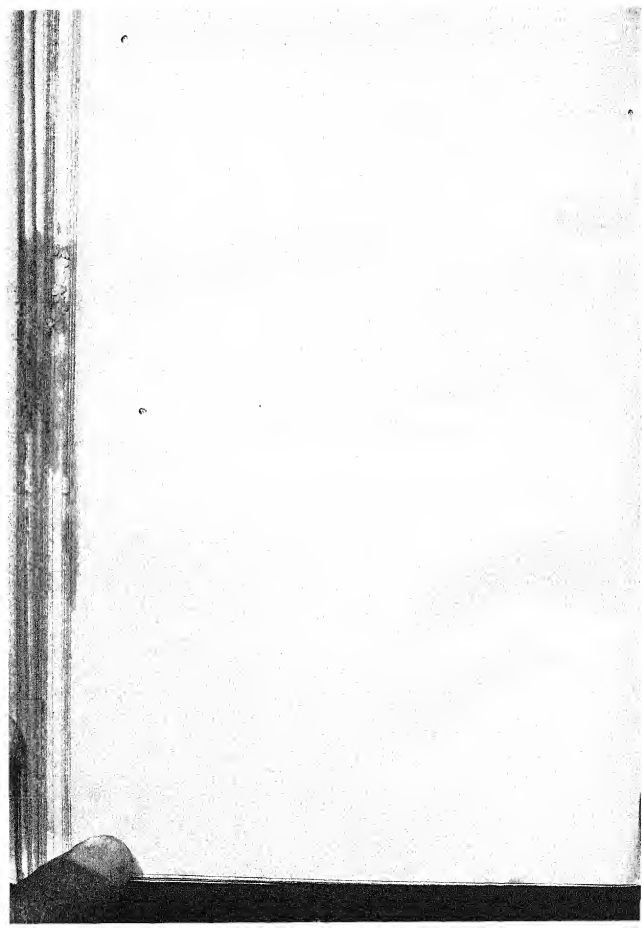
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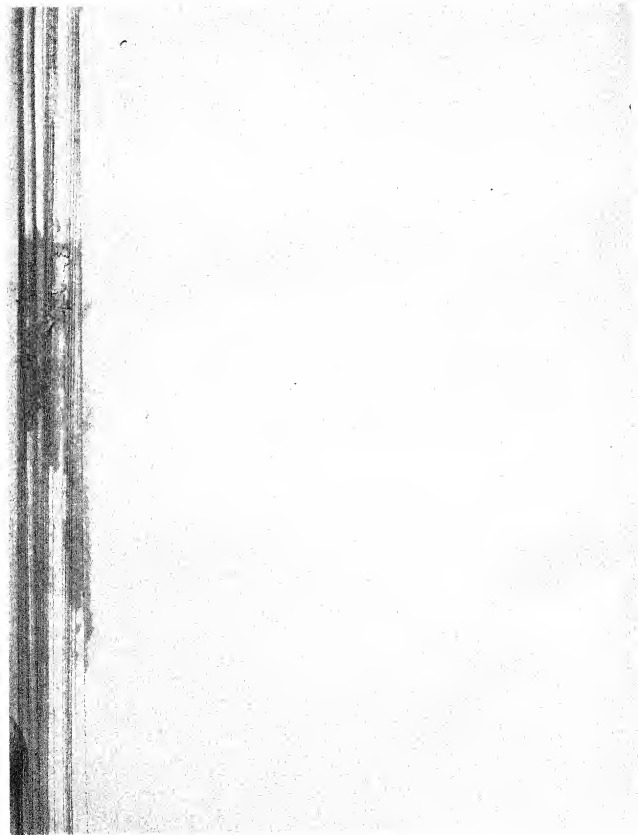
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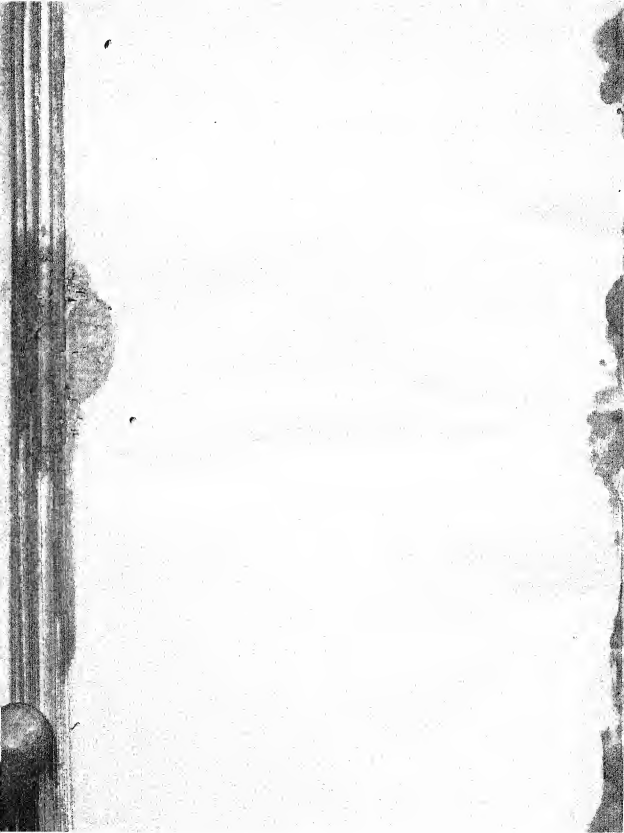
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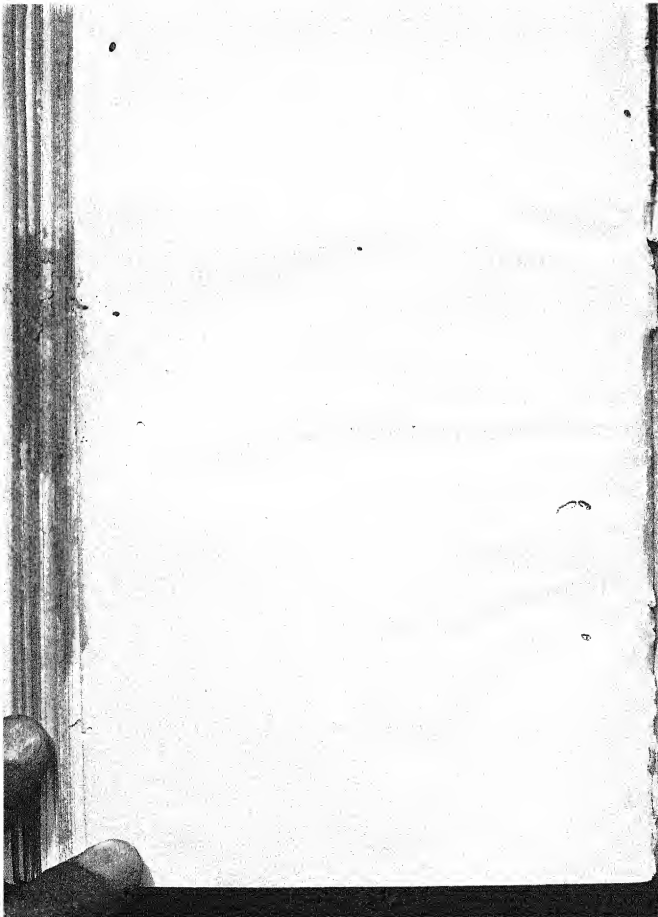
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